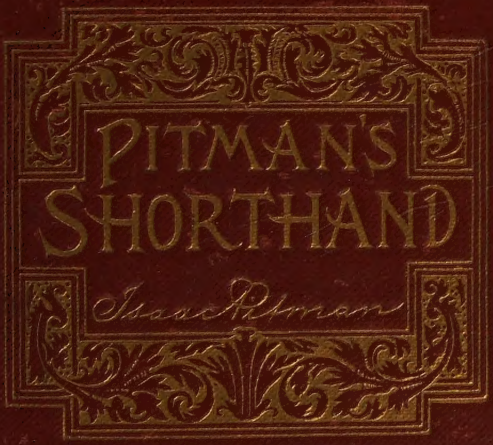
BRIEF COURSE IN ISAAC PITMAN SHORTHAND



Maraling Therrien,
397 Mass. Ave.,
Boston, Mass.

Review—

Slum Hook x
Tick, Dot & Stroke 9 x
Up & down L.
" & " R.
Prefixes
Suffixes
Doubling
Halving

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Brief Course In Isaac Pitman Shorthand

BRIEF COURSE IN ISAAC PITMAN SHORTHAND

An Exposition of the Author's System of Phonography Arranged in

TWENTY-SEVEN LESSONS

Isaac Pitman

Revised Edition

NEW YORK
ISAAC PITMAN & SONS, THE PHONOGRAPHIC DEPOT
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1918

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PREFACE

THE "Brief Course" has been planned to meet the demands of the evening school student and teacher of shorthand. The former presents many interesting and difficult problems. First: he is of a studious and ambitious turn of mind. Secondly: he seeks the subject for some special reason. Thirdly: this incentive keeps him buoyed up to the highest pitch of endeavor. Fourthly: unless he notes progress, however slight, at each session, he soon loses interest in the subject and drops it altogether. Lastly: he presents to the instructor the most difficult of teaching problems, since, in a great majority of instances, he comes to school unprepared for the evening's work. Coming from a day's labor permitting of very little or no preparation, he brings to his nightly studies a mind by no means the most impressionable or pliant. It requires a teacher of keen sympathy and considerable magnetism to vitalize the evening's task, to crystallize it into such form that even the tired mind may become energized sufficiently to cull the maximum of profit from the combined efforts of teacher and student.

To enable the instructor and pupil to attain this desideratum, the following features of the "Brief Course" have been introduced:

1. In several instances, explanations of principles have been amplified, and, it is hoped, simplified.

2. The exercises illustrative of each principle have been considerably shortened. This will permit of a more intensive study of the principle under discussion. For further

practice or dictation matter the "Shorthand Writing Exercises and Examination Tests" is indispensable.

3. A number of topics, such as Upward and Downward L and R, Prefixes, Suffixes, Figures, etc., are introduced as early in the work as was thought to be compatible with the pupil's knowledge of the subject. One prefix and one suffix are studied with the Shun Hook; another prefix and another suffix are studied with the next topic. This is continued until all have been taken up. Thus, not only are the principles learned more rapidly, but a wider choice of dictation matter is insured.

4. Shorthand reading exercises and business letters in longhand are introduced as a stepping-stone to the development of speed. In this connection the use of "Practice Letters for Beginners in Shorthand" will prove highly useful.

A rapid mastery of the principles of the Isaac Pitman system of Phonography without any sacrifice of thoroughness is the aim of this work. Though intended primarily for use in the evening schools where such exacting conditions exist, it is sincerely hoped that other classes of students will find their inspiration to successful attainment in this "Brief Course."

The publishers desire to express their appreciation for the new features and devices and all deviations from the original "Course" in subject matter and exercises, to Mr. Arthur M. Sugarman, Instructor in Stenography and Typewriting at the Julia Richman School, New York; Lecturer and Instructor in Stenography at the College of the City of New York.

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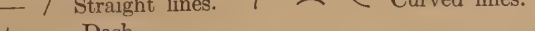
BRIEF COURSE IN ISAAC PITMAN SHORTHAND

LESSON 1.

CONSONANTS AND SECOND-PLACE LONG VOWELS.

1. In writing the Isaac Pitman shorthand the student will *always* bear in mind that he is recording *Sounds*. Thus, in the word *Bomb* the final *b* is not sounded, therefore it is not represented by any shorthand sign. Likewise, in the following words, there are many *silent letters* which do not require any representation; select the silent letters in *thoroughly*, *bought*, *tight*, *knight*, *bureau*. Thus, in the word *bought* we hear the sounds, *b*, *aw*, *t*, three all told. Analyze each of the other words in the same way. Suggest as many words as you can think of rapidly, which contain letters that would not require any shorthand sign.

2. All sounds in spoken language are divided into *two classes:* Consonants and Vowels. The same is true in shorthand. Consonant-sounds are represented by *straight lines* and *curved lines*, and vowel sounds by *dots* and *dashes*.


Straight lines. Curved lines.

. Dot. - Dash.

3. A straight line may be written *vertically* | *horizontally* — slanting towards the *right* \ slanting towards the *left* /. These four strokes written lightly represent four consonant-sounds. Write these same strokes a little heavier and they represent four *other* consonant-sounds. The *horizontal* strokes are written from *left to right*. The other strokes are *always* written *downward*.

The following table explains these eight signs.

Letter.	*Character.*	*Name.*	*As in*
P	\	pee	r*o*p*e*, *p*ast, *p*ay
B	\	bee	r*o*b*e*, *b*oast, *b*ay
T	|	tee	fa*t*e, *t*ip, oa*t*
D	|	dee	fa*d*e, *d*ip, o*d*e
CH	/	chay	e*tch*, *ch*est, *ch*oke
J	/	jay	e*dg*e, *j*est, *j*oke
K	—	kay	lee*k*, *K*ate, pi*ck*
G	—	gay	lea*gu*e, *g*ate, pi*g*

4. Write several lines of each character naming it as you write it and thinking of the sound it represents. The vertical and slanting strokes should be written with the ends resting on the line. Continual practice should be the rule, for only in this way will facility in the use of shorthand be gained. Study each new point until it is thoroughly understood.

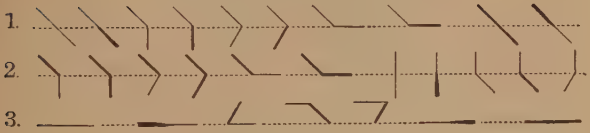
5. Many words contain *two* or *more* consonants. When indicating them in shorthand the *second*

stroke is *begun where* the *first ends*, the *third where* the *second ends*, etc. Do not lift the pencil from the paper; thus

p ch, bt, tp, dt, ch p, kg, kp, bg.

Exercise 1.

Read, copy, and transcribe.



Exercise 2.

Write in shorthand the consonant-sounds heard in the following words:

1. Cawed, bake, cubic, tapioca, judge, book.
2. Debt, gauge, cocoa, page, dodge.
3. Body, package, coach, check, babe.

6. All strokes are said to have *three places; beginning, middle, end; first, second,* and *third-place.* All vowel-sounds are represented by writing *dots* or *dashes* at these places. As in the case of the consonant-strokes, by making these dots or dashes *light* or *heavy, different* vowel-sounds are indicated.

7. A *heavy dot* in the *second-place* adds the sound of *ā*, as heard in the word *pay;* a *short heavy dash* in the *second-place* adds the sound of *ō*, as heard in the word *toe;* thus *pay,* *toe.* The dash should be written at right angles to the stroke. If the vowel-sign is written at the *left-hand side* of the *down-strokes*, or *above* the *horizontal strokes*, it is read *before*

the stroke; thus *ape*, *oat*, *age*, *oak*. If the vowel-sign is written at the *right-hand side* of the *downstrokes*, or *below* the *horizontal strokes*, it is read *after* the stroke; thus *bay*, *toe*, *jay*, *go*. Write a line of each consonant as follows: *ape*, *pay*, *ope*, *Poe*.

Exercise 3.

Read, copy, and transcribe.

1.

2.

8. Remember that *all* the *strokes* in a word are written *first, then insert all* the *vowel-signs*, in the *order* in which the vowel-sounds are *heard*.

9. Shorthand outlines are written in one of three positions, *first, above the line; second, on the line; third, through the line.* The *vowel* in a word, or if there is more than one vowel, the *stressed or emphasized vowel, determines* the *position* to be occupied by the outline for the word. If the vowel-sound is a *first-place* vowel the outline will occupy the *first position;* if a *second-place*, the *second position;* and if a *third-place*, the *third position*. Note that every outline in Exercise 3 is written in the *second position*. Where there is but one stroke that stroke rests *on the line*. Where there is more than one stroke, the *first downstroke governs* the *position* of the *outline*. The student will observe in Exercise 3 that in each case the first downstroke rests on the line to indicate the second position, because, in each case, the vowel is a second-place vowel.

10. *All second-place vowels occurring between two strokes are always written after the first stroke in the second-place.*

11. In shorthand, a small cross (×) is used for a period; the sign —, is employed to express a dash; and other punctuation marks are written as usual. Two short lines drawn underneath an outline indicate an initial capital; as *Job Cope.*

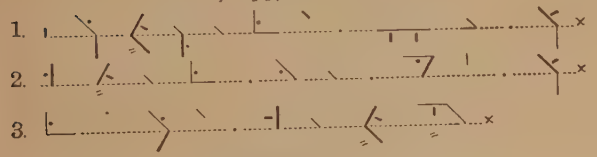
12. Words of frequent occurrence are expressed in shorthand by one of their letters. A *word* thus abbreviated is called a *grammalog;* the *letter* which is used to represent the whole word is called a *logogram.* The student should learn the grammalogs as thoroughly as possible, because a knowledge of them is necessary in fast writing. Throughout the exercises in this book the grammalogs and contractions are printed in *italic.*

GRAMMALOGS.

a or *an*, *the*, *all*, *too* or *two*, *of*, *to*, *owe* or *Oh!* *he*, *on*, *but*.

Exercise 4.

Read, copy, and transcribe.



Exercise 5.

Write in Shorthand.

1. *He* paid Joe Cope *to* take *the* boat.
2. Take *the* cocoa *to the* page *on the* boat.
3. Take *the* page *to the* oak.
4. *He* towed *the* boat *to the* oak *to*-day.

LESSON 2.

CONSONANTS AND FIRST-PLACE LONG VOWELS.

13. In the following diagrams the circles are divided into four parts. Each curved stroke is employed to represent a consonant-sound.

The *two lower* in the *first* and the *two side curves* in the *second* will now be studied. They are written *light* and *heavy* as in the case of the straight strokes, and *until otherwise indicated are always written* downward.

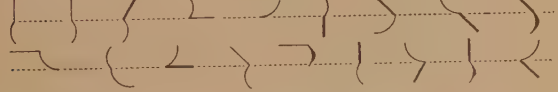
Letter.	*Character.*	*Name.*	*As in*
F		ef	sa*f*e, *f*at, lea*f*
V		vee	sa*v*e, *v*at, lea*v*e
TH		*ith*	wrea*th*, *th*igh, ba*th*
TH		thee	wreaTHe, THy, baTHe
S		ess	i*c*e, *s*igh, la*c*e
Z		zee	oo*z*e, *Z*ion, la*z*y
SH		ish	a*sh*, *sh*e, la*sh*
ZH		zhee	mea*s*ure, trea*s*ure, u*s*ual

Write several lines of each.

14. Whatever has been stated in the preceding paragraphs about the straight strokes with regard to the three places and the three positions, is also true of these strokes. Note in the following exercise how clearly the *angle* between these strokes is indicated.

Exercise 6.

Read, copy, and transcribe.

1.
2.
3. 

15. The stroke *sh* is *usually* written *downward*, but when it *immediately precedes* , , , or (*l*), *or immediately follows* , , or it will be found *more convenient* to write it *upward.* Write a line of each of these combinations employing first the *downward sh* and then the *upward sh*, and note in each instance, how much more easily the outline is written, when the *upward sh* is used.

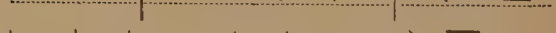
16. (*a*) A *heavy dot* in the *first-place* adds the sound of *ah*, as heard in the word *palm;* a *short heavy dash* in the *first-place* adds the sound of *aw*, as heard in the word *bought.* (Read paragraph 9 carefully.) To indicate the first position, keep the stroke above the line; if there is more than one stroke see that the *first downstroke* is kept above the line.

(*b*) *All first-place vowels occurring between two strokes are always written after the first stroke in the first-place.*

Exercise 7.

Read, copy, and transcribe.

1.

2. 

GRAMMALOGS.

awe or *ought*, *who*, *and* (up), *should* (up), *happy*, *up*, *put*, *by*, *bye*, *buy*, *be*, *to be*, *at*, *it*, *out*.

Exercise 8.

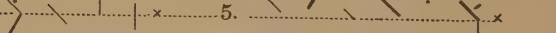
Read, copy, and transcribe.

1.

2.

3.

4.

5. 

Exercise 9.

Write in shorthand.

1. Job, take *the* boat *and put it up by the* gate.
2. Pa paid *the* page *to*-day, so *he should be happy*.
3. They say Job Bate *put all the* folk *on the* boat *and* towed *it to the* bay.

LESSON 3.

CONSONANTS TO THIRD-PLACE LONG VOWELS.

The remainder of the consonant strokes are noted in the following diagram:

Letter.	*Character.*	*Name.*	*As in*
M		em	seem, met, chime
N		en	seen, net, China
NG		ing	long, sing, fang
L		el	tall, life, meal
R		ar	army, arose, bore
R		ray	rate, rogue, right
W		way	wade, aware, weep
Y		yay	Yale, yoke, yore
H		hay	hope, adhere, hurry
H		hay	high, hew, hook

17. *All the above are light strokes except* ⌣. The student will observe that the signs ⌒, ⌣, ⌣, , , are the remainder of the curved strokes

as shown in the diagrams in paragraph 13. It will be seen in a later lesson that , are also written heavier to indicate additional consonant-sounds. *The horizontal strokes* , are written from *left to right;* , and , are written *upward;* and and are written *downward.*

Exercise 10.

Write two or three lines of each stroke, naming each as it is written. Indicate the *three places* in each.

18. These strokes are joined to one another and to other strokes in the manner already explained in paragraph 5.

Exercise 11.

Write in Shorthand.

1. Palm, bale, party, yoke, loam.
2. Calm, locate, laying, range, knave.

19. *Ray* and *chay* though looking very much alike are easily distinguished. *When standing alone the slant of the stroke* will determine which it is, for *ray slants but slightly* from the line on which it is begun. When written *with other strokes* the *direction* of the stroke will determine which it is, *"ray" being the upstroke and "chay" the downstroke.*

20. The consonants R and H are each provided with two forms, an upstroke and a downstroke. This is for convenience of joining to other strokes, and also for the purpose of *vowel indication* in writing. The rules governing the use of these forms will be fully

explained in a later lesson, but, meanwhile, the following brief statement will be useful:

(*a*) The *upward* form of H is used, *except* when H *stands alone*, and in the compounds of such words, or is followed by — or —; as *hay*, *hawk*, *Hague*.

(*b*) *At the beginning of a word if* R *is preceded by a vowel-sound, the downward form is used;* if no vowel sound precedes the *upward form* is used; as *arm*, *ark*, *ore*, but *ray*, *rate*, *rogue*. *Before* M, *however, always use the downward form;* as *roam*.

(*c*) At the end of a word if R is the *last sound heard* use the *downward form;* if a sounded vowel follows R then use the *upward form;* as *fair*, *Pharaoh*, *ore*, *row*.

Exercise 12.

In the following words write only the stroke outlines suggesting in each case the rule to be observed in the choice of the upward or downward forms of R and H.

1. Hack, hope, high, higher, rope, early, wreck.
2. Fear, fury, Hague, furrow, bear, Armada, room.

Exercise 13.

Read, copy, and transcribe.

1.
2.
3.

Exercise 14.

Write in Shorthand.

1. May they *all* take *a* share *at the* game?
2. *Put up a* loaf; *be out by* four; *and* take *the* coach *at the* gate.
3. They *should all be out by* four.

21. (*a*) A *heavy dot* in the *third-place* adds the sound *ē*, as heard in *tea;* and a *short heavy dash* in *the third-place* adds the sound of *ōō*, as heard in *do*. Words containing a *third-place vowel-sound* as the *only* or the *principal vowel-sound* must be *written in the third position. Horizontal strokes are written on the line for second and third positions, when written alone or joined to another horizontal.* If a horizontal is *immediately followed* by an *upstroke,* begin the horizontal a *little below* the *line,* to indicate the *third position.* In other instances the *first downstroke determines* the *position* and *must* be *written slightly through the line;* thus *key,* *cool;* *peach,* *rue,* *keep,* *eve.*

(*b*) *All third-place vowel-signs occurring between two strokes are always written before the second stroke in the third-place.*

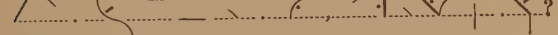
(*c*) Construct a dozen outlines containing these third-place vowel-sounds and write a line of each one.

GRAMMALOGS.

had, *do,* *different* or *difference,* *much,* *which,* *each,* *large,* *can,* *come,* *go* or *ago,* *give* or *given.*

Exercise 15.

Read, copy, and transcribe.

1.
2.
3.
4. 
5.
6.

Exercise 16.

Write in Shorthand.

1. *Which* way *should* they *go to* reach *the* pool?
2. *He* may *go by the* coach, *and* take *the* boat *at the* pier.
3. They *had to go a different* way *at* sea.
4. They fear they may *be out of the* way.

LESSON 4.

SHORT VOWELS.

22. (*a*) *A light dot* in the *first, second, or third-place* represents *respectively* the *short vowel-sounds* *ă* as in *thăt*, *ĕ* as in *pĕn*, and *ĭ* as in *ĭs*. A *short light dash* in the *first, second, or third-place* represents *respectively* the *short vowel-sounds* *ŏ* as in *nŏt*, *ŭ* as in *mŭch*, and *ŏŏ* as in *gŏŏd*. The words given as illustrations form a sentence that is easily remembered: "*That pen is not much good.*" All that has been stated with regard to the long vowel-sounds is also true for these short vowel-sounds.

(*b*) Note that the rules for writing these vowel-signs when they occur between two strokes, are the *same* as those for the *long vowels* as indicated in the following examples, *băt*, *bĕt*, *bŭt*, *lŏck*, *lŭck*, *lŏŏk*. Read again paragraphs 10, 16 (*b*), and 21 (*b*).

(*c*) The rules for the *position* of *outlines of words containing short vowel-sounds are exactly the same* as those governing the position of words containing long vowel-sounds; as *palm*, *pack*; *bake*, *beck*; *deem*, *dim*; *wrought*, *rot*; *coal*, *cull*; *pool*, *pull*.

Exercise 17.

Read, copy, and transcribe.

1.

2.

3.

4.

GRAMMALOGS.

half, *if*, *have*, *thank-ed*, *think*, *youth*, *though*, *them* or *they*.

Exercise 18.

Read, copy, and transcribe.

1.

2.

3.

4.

Exercise 19.

Write in Shorthand.

1. *They think they* may *have to go to the* bank *and* cash *a* check *to* pay *the youth the* money.
2. *Though they go out on the* tenth, *they* may *come* back *by an* early mail.
3. *They think the* lad may *have to go to* Canada in *a* month.
4. *Half the* party came *to give a* vote *each to* Adam *Bailey*.

LESSON 5.

DIPHTHONGS AND PHRASEOGRAMS.

23. The diphthongs *i* and *oi*, as heard in *bite* and *boil*, are indicated as follows: *tile*, *mile*, *coil*, *decoy*. *These signs are always written in the first vowel-place*, hence all words in which these are the *only* or the *principal vowel-sounds* must be written in the *first position*. Write in shorthand a line of each of the following words: fire, timely, pipe, lime, likely, chiming, enjoy, boyish, envoy, coy, boiling, toiler.

24. The diphthongs *ow* and *u*, as heard in *cow* and *new*, are expressed as follows: *rout*, *allowed*, *cube*, *rebuke*. *These signs are always written in the third vowel-place*, hence all words in which these are the *only* or the *principal vowel-sounds* must be written in the *third position*. Write in shorthand a line of each of the following words: bough, shower, loudly, dowry, reviewing, duke, duly, fury, tulip.

25. A small tick, upward or downward, attached to a diphthong-sign expresses any short vowel; thus *diary*, *dial*, *piety*, *loyalty*, *vowel*, *manual*, *riot*. The sign representing a diphthong and vowel is called a *triphone*. See Par. 27.

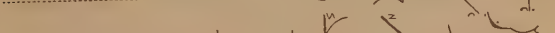
Write a line of each illustration. Suggest half-a-dozen examples in which the *triphone* is employed and write a line of each.

26. Whenever convenient the diphthongs *i* and

ow may be joined at the beginning or end of an outline; as *item*, *ice*, *nigh*, *owl*, *bough*. *Oi* may be joined at the *beginning* only; as *oil*. *U* may be joined at the *end* only; as *due*, *argue*, *renew*, *mew*, *cue*, *value*. Note that the *usual direction of* U *is changed when joined to the strokes* —, —, ⌒, ⌣ and ⌒ (up). In the word *now* only the last stroke of the *diphthong ow* is joined to the *n* stroke. Write a line of each of the illustrations given in this paragraph.

Exercise 20.

Read, copy, and transcribe.

1.
2.
3. 

Write in Shorthand.

4. *The* lively dealer took *a* widely *different* view *of the* affair *to-day*.
5. *They* assume *a large* share *of the* duty; *but they have* no right *to it, and they* may *have to give it up*.
6. Pursue *a* life *of* purity, *and* so rebuke *them*.
7. *If they* take refuge *on the* boat, *they can* defy *the* power *of the* enemy *to* take *them* or *to* move *them* away.

27. *Final l* is written downward after ⌣ and ⌣; thus *nail*, *only*, *wrongly*. Suggest half-a-dozen other words and write several lines of each.

GRAMMALOGS.

I or *eye*, *how*, *why*, *ay* (yes), *beyond*, *you*, *with*, *when*, *what*, *would*.

28. A group of words may be represented by joining their outlines without lifting the pen from the paper. The resulting outline is called a *Phraseogram. The first word-form of a phraseogram must be written in its usual position;* the other word-forms may or may not occupy their proper positions; thus in *you can be*, it will be noticed that *you* is written in its proper position on the line, whereas *can* and *be* are *not written* in the positions they usually occupy. Thus *what may be*, *I think you should*, *it would be*, *if he can*, *why have you*, *when they*. Write several lines of each phraseogram. Construct similar phraseograms.

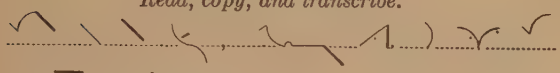
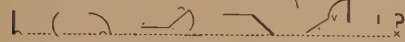
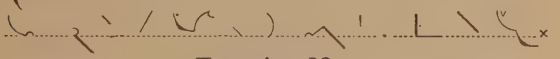
29. In phraseograms beginning with a first-position sign, that sign may be written so that the following word-sign shall take its proper position; thus, *I see*, *with much*, *I thank you*, *I think*, *why do you*. When joined to ⌒, ⌒, or —, the sign may be shortened to ; thus (*I'm = I am*), (*I'll = I will*), *I can*. The vowel should be inserted in the phraseogram *to go*. Note that ⌒ is used in phrasing for the word *will*. Write several lines of the phraseograms for each of the following phrases: I-will, I-may-be, you-will-be, if-you-should-be, why-have-you, what-do-you.

GRAMMALOGS.

saw, *so* or *us,* *see, sea,* *was,* *whose,* *shall,* *wish,* *usual-ly.*

Exercise 21.

Read, copy, and transcribe.

1. 
2.
3. 
4.
5.
6.
7. 

Exercise 22.

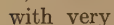
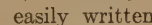
The *phrases* in this and the following exercises are indicated by the *hyphen.*

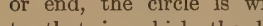
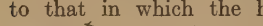
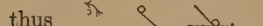
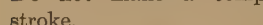
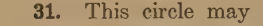
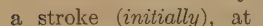
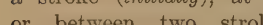
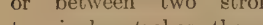
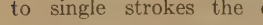
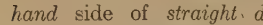
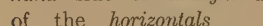
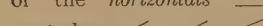
Write in Shorthand.

1. *I-think-you-should* wire *them, if-you think you-can-do what they* ask *you to-do.*
2. *I-think I*-may guarantee *the* tube *to be all-they* say.
3. *What difference can-it* make *to-you if I-have to-go out by-the* tenth?
4. *I-see-you* know *two of-them.*
5. *I-shall-be happy to-have-you do-so if-you-can* manage *it.*
6. *If-you*-like *to-give them a* copy, *they*-may-*be happy to* read it.

LESSON 6.

CIRCLE *S* AND *Z*.

30. The sounds of *s* and *z* are two of the most frequently occurring sounds in the language, and it is, therefore, necessary that they should be provided with very easily written signs. These sounds, besides being expressed by the signs) and) , are also represented by a *small circle*, easily written and joining readily with other strokes. When standing alone, or joined to straight strokes at the beginning or end, the circle is written in the direction opposite to that in which the hands of a clock move round; thus  . Notice that at the beginning the stroke closes up the circle  . Do not make a complete circle before writing the stroke.

31. This circle may be written at the beginning of a stroke (*initially*), at the end of a stroke (*finally*), or between two strokes (*medially*). When joined to single strokes the circle is written on the *right-hand* side of *straight downstrokes*, on the *upper* side of the *horizontals* — and — , and the *straight upstrokes* , and *inside* of *curves*. *It is obvious that the circle may not be written initially* with the strokes thus,  *sp*,  *ps*,  *st*, *sds*, *schs*, *ks*,  *sgs*, *sr*,  *rs*,  *ws*,  *hs*,  *ys*,  *sf*,  *svs*,  *sm*,  *sns*, *srs*. Write a line of each of the strokes employing the circle *initially* (excepting as noted above), and *finally*, con-

structing words that would be represented by those outlines.

32. When used *medially*, circle *s* must be written as follows:

(*a*) Between two straight strokes forming an angle, *outside the angle;* thus *tsk,* *chsp,* *gsr,* *rsk,* *kst,* *bsch.*

(*b*) Between two straight strokes *not* forming an angle, *on the usual side of such stroke;* thus *psp,* *tst,* *ksk,* *wsr,* *rsr.*

(*c*) Between two curved strokes, generally *inside the first curve;* thus *fsf,* *msm,* *ssr,* *msr,* *nsn,* *lsl,* *msv;* but inside the second curve rather than an awkward joining; thus *noisome,* *facility.*

(*d*) Between a curved and a straight stroke, *inside the curve;* thus *nsk,* *psv,* *ksn,* *chsn.* Construct several combinations for each rule stated and write a line of each combination.

33. *Initially*, the circle may have the sound of *s only;* hence words beginning with the sound *z* must be represented by the stroke; as *zeal,* *zero. Medially* or *finally* the circle may have the sound of *s* or *z*, as *racer* or *raiser;* *pace* or *pays.*

34. The circle *s* is always read *first* at the *beginning* of a stroke, and *last* at the *end* of a stroke; thus *eat,* *seat,* *seats;* *tow,* *stow,* *stows;* *eke,* *seek,* *seeks;* *oar,* *soar,* *soars;* *suppose,* *cities,* *series.* Note that the vowel-sign in each outline is read with the stroke and not with the circle. Take the word *suppose:* the first sound is *s;* then

the sounds *u*, *p*, *o* are read, and lastly another *s* or *z*. Analyze in the same manner every other illustration given in these paragraphs.

35. *Since vowel-sounds are never read with the circle,* in words beginning with the sound of *s preceded by a vowel-sound,* or *ending in s or z followed by a vowel-sound,* the strokes) or) must be employed. Thus *ask*, *assume*, *asp*, *lazy*, *fussy*, as compared with *sack*, *sap*, *laze*, *fuss*.

Exercise 23.

Read, copy, and transcribe.

1.
2.
3.
4.

36. *Before sn, sng, and sv, l* is written downward; as *lessen*, *unloosen*, *losing*, *elusive*. *After a curve and circle l follows the direction of the circle; as vessel*, *muscle*, *cancel*.

37. The word *the*, which is represented by a light dot on the line, is also expressed by a light slanting *tick*, joined to the preceding character, and written either upward or downward, in the direction which will give the sharper angle; thus *of the*, *to the*, *and the*, *should the*, *I think the*, *I have the*, *with the*, *when the*, *he is the*, *it is the*, *is the*, *as the* or *has the*. The first stroke

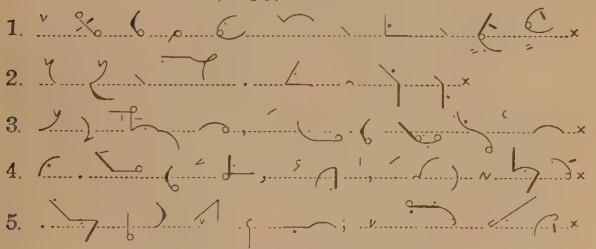
of ..... *on the* must be written slanting, in order that it may not clash with ..... *I*. The tick *the* can *never* be used at the *beginning* of an outline. Write several lines of each of the illustrations given.

GRAMMALOGS.

..... *as* or *has*, ... *is* or *his*, ... *because*, ... *itself*, ... *those*, ... *this*, ... *these* or *thus*, ... *myself*, ... *himself*, ... *me* or *my*, ... *him* or *may*, ... *are*, ... *our* or *hour*.

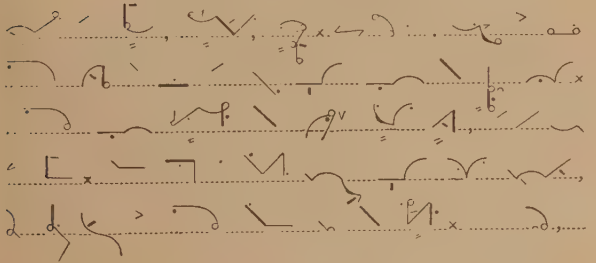
Exercise 24.

Read, copy, and transcribe.



Exercise 25.

Read, copy, and transcribe.



Exercise 26.

Write in Shorthand.

1. Sky, scares, spades, signs, designs, dies.
2. Chosen, visits, masks, resumes, desires, pacifies.
3. Tuesday, Wednesday, deceit, tacit, nonsense.
4. Sirs:

We-*are* in receipt *of*-yours *of*-May 4, advising *us of-the* despatch *of-the* six dozen silk parasols, *and*-we hope *to*-receive *these* in *a* few days' time. *Our* customers *are* feeling some annoyance *at-the* delay *and*-we fear we-*are* losing business. *If-you-are*-now ready *with the* new season's designs in ladies' capes *and* costumes, we *should* like *to see* them.

Yours,

LESSON 7.

LOOPS *ST* AND *STR*.

38. A *small loop*, half the length of the stroke to which it is attached, represents *st*: thus *ache*. *stake*, *stale*, *store*, *steed*. When written at the *beginning* of a stroke the loop represents *st only;* but when written at the *end* of a stroke it represents *either st* or *zd;* thus *coast*. *amazed*. *mist*, *amused*. The loop may also be used *medially*, when convenient; thus *justify*. *toasting*.

39. A *large loop*, two-thirds the length of the stroke to which it is attached, represents *str:* thus *poster*. *luster*. The *str* (ster) loop must *not* be written at the *beginning* of a word; but it may be employed *medially*, as in *masterpiece*. The circle *s* may be added to the loops; thus *coasts*, *masts*, *posters*, *lusters*.

40. The loops *st* (stee) and *str* (ster) follow the *same rule* of writing as the *circle s;* that is, they are written with a *backward* motion (in the *opposite* direction to that taken by the hands of a clock) when attached to *straight* strokes, and *inside curves*. The loops also follow the *same rule* of reading as the *circle s;* so that the loop *st* is always read *first* at the *beginning* of an outline, and *last* at the *end* of an outline; while the loop *str* (which is never used initially) is always read *last* at the *end* of an outline.

41. The following examples will show the similarity between the rules for circle *s* and for the loops *st* and

str; thus *pass,* *past,* *pastor,* *pastors;* *soup,* *stoop;* *seal,* *steal;* *mass,* *mast,* *master,* *masters.*

42. The vowel *aw* may be joined initially to upward *l* as *awl,* *also;* and the logogram *aw (all)* may be joined in compound words like *almost,* *already,* *all-wise.*

Exercise 27.

Read, copy, and transcribe.

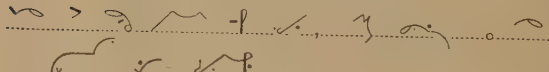
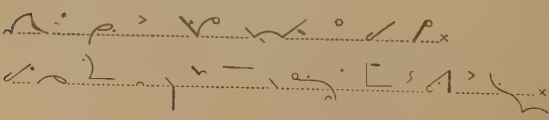
1.
2.
3.
4.

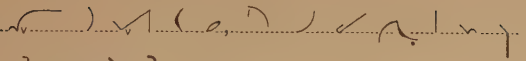
GRAMMALOGS.

o first, *most,* *must,* *influence,* *influenced,* *next,* *in* or *any,* *no* or *know,* *own,* *suggest-ed.*

Exercise 28.

Read, copy, and transcribe.

1. 
2.
3. 

4. 

5.

Exercise 29.

Write in Shorthand.

1. Stab, steal, sting, stop, stoop, star, stark, stale.
2. Reposed, dismissed, fastest, advised, revised.
3. Chester, Manchester, musters, ministers, detest.
4. Sir: *The* names *of-the* vessels *are-the* "Star" *and-the* "Chester." *The* "Chester" sails *on*-Wednesday *next, the first of* July. *She has usually a* heavy cargo *on-the* passage *out. If-you*-will-*be influenced by our* advice, *you*-will book *a* passage *by-this* vessel *to-day. The* rest *of-the* business *can-be* discussed *when you come to-the* office. Yours,

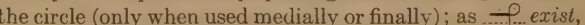
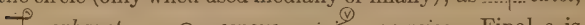
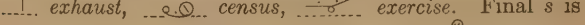
LESSON 8.

CIRCLES *SW* AND *SS* AND CIRCLE *S* AND STROKE *S*.

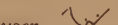
43. A *large initial circle* written in the same way as the circle *s represents the sound sw*, as *sweep*, *swim*, *switch;* and a *large medial or final circle* represents the sounds *ses*, *sez*, *zes*, or *zez;* as (*ses*) *necessity;* (*sez*) *passes;* (*zes*) *possessive;* (*zez*) *causes.* Vowel-sounds other than the short *ĕ* may be expressed by placing the vowel-sign within the circle (only when used medially or finally); as *exist*, *exhaust*, *census*, *exercise.* Final *s* is added by continuing the circle; thus, *exercises*, *emphasizes.* Write several lines of each of these illustrations.

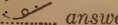
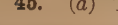
Exercise 30.

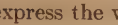
Read, copy, and transcribe.

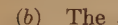
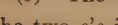
1. 
2. 
3. 
4.

44. To avoid an awkward outline, the upward is written, whether there is a final vowel or not, when *r* follows a straight upstroke, or *ks* or *gs*, or a curve and

circle like or thus *were*, *weary*, *Kaiser*, *geyser*, *officer*,  *viscera*, *answer*, *necessary*.

45. (*a*) The *sw* circle is employed in *phrasing* to express the words *as we;* thus  *as we have*, *as we think*, *as we can*. It is also used in the phraseogram  *as well as*.

(*b*) The *ss* circle is employed in *phrasing* to express the two *s's* in such phraseograms as  *this is*, *it is said*, *as soon as*, *in this city*.

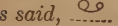
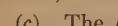
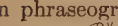
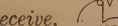
(*c*) The circle *s* may be used instead of the *st* loop in phraseograms like *it must be*, *you must receive*,  *last time*,  *next time*. Practise each of the illustrations given in paragraphs 44 and 45; construct similar outlines and phraseograms.

Exercise 31.

Write in Shorthand.

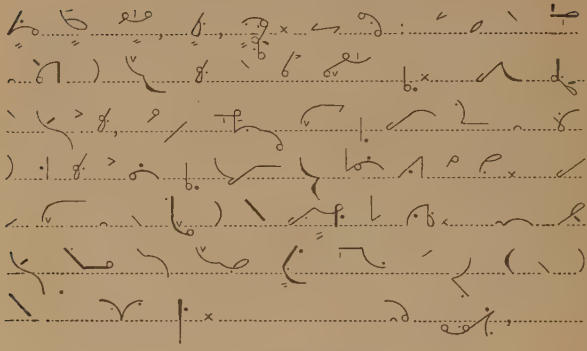
1. *It-is*-said *the* ship "Swallow" *is to*-sail *on* Tuesday; *but-this-is* wrong *as-we-know* she-*is* still *in* ballast.
2. *As-we-can* easily ship *all-the* cases *to*-morrow, *you--must-be* ready *to*-mail *all-the* invoices.
3. *They-may* insist *on* refusing-*the* laces *because of-the* excessive charges, *and may* ask *us to* change *them*, *as*-soon-*as-they know-the* cost.

Grammalogs.

 *as is*, *is as*,  *this is* or *themselves*, *ourselves*, *special-ly*, *speak*,  *several*, *yes*,  *high*, *house*, *we*, *way*.

Exercise 32.

Read, copy, and transcribe.



Exercise 33.

Write in Shorthand.

Swan & Lester.

Winnipeg, Man.

Sirs:

We-have a special sale *of* essences *and* sweet syrups *to*-day, *as-it-is*-necessary *to* dispose *of*-some *of-our* stock. *As-we-know* just *what you* use, *we-can*, *if-you*-like, select *a* dozen cases *and* set *them* aside, *and you-can* take same *as*-soon-*as you-are* ready. *How*-many *shall we* set aside? *Shall we* despatch *a* dozen *specially* nice cases?

Yours sincerely,

Circle S and Stroke S.

46. In paragraphs 33, 35 and 40 it is stated that (*a*) The stroke *z* is used in a word beginning with the sound *z*, as in *zeal*, *zero*, etc., and (*b*) If a word begins or ends with a vowel-sound, the circles or loops may not be used; thus *assail*, *rosy*, *dusty*,

as compared with *sail*, *rose*, *dust*. In the succeeding paragraphs the student will learn several other rules for using either the *stroke s* or the *circle s*.

47. A vowel cannot be shown *between the letters* expressed by a *loop*. The *separate* letters, therefore, and not a loop, must be written in such words as *beset*, *tacit*, *reside*, *pasture*, *visitor*. Compare those words with *best*, *taste*, *raised*, *pastor*, *investor*.

48. Words in which *s* or *z* is the only consonant and in words *derived from such words*, the *stroke s* or *z* must be employed; as *saw*, *sawing*, *saw-mill*, *sea*, *sea-gull*.

49. When a word *begins* with *s immediately followed* by a triphone, or if it *ends* with *-ous immediately preceded* by a diphthong, then the *stroke s* is used; as *science*, *sighing*, *joyous*, *tortuous*.

50. In words like *saucer*, *seizure*, *season*, the *stroke s* is written first because the circle permits of an easier joining with the following stroke.

51. It will be seen from the foregoing rules, and from the rules for writing *r* (paragraph 20), that the *outline* of a word frequently indicates the *presence* or *absence of a vowel*, and that, therefore, the writer may safely omit an initial or a final vowel in very many outlines. Thus, he need not insert the initial vowel in forms like *ask*, *assume*, *arise*, because the outline in each case *indicates* a preceding vowel. Nor need he insert the final vowel in such

outlines as *rusty*, *policy*, *summary*, because the outline *indicates* a final vowel in such forms.

52. An *unaccented short vowel*, in the middle of a word, may usually be omitted; thus *absence*, *business*, *customer*, *resign*, *delayed*, *officer*, *disposal*.

Exercise 34.

Read, copy, and transcribe.

1.
2.
3.
4.

Exercise 35.

Write in Shorthand.

Sir:

When can you ship *us-the* acid *we* bought last-*month? We-are as* busy *as-we-can-be* just-now, *and-the* delay *is* causing *much* annoyance *to-our* customers, *as-well-as* loss *to*-ourselves. *Are you* uneasy *as-to-the* bill? *If so, we-can* mail *you* check *on* receipt *of-the* invoice. *We* assume *you*-will write *us to*-morrow.

Yours,

Grammalogs and Contractions.

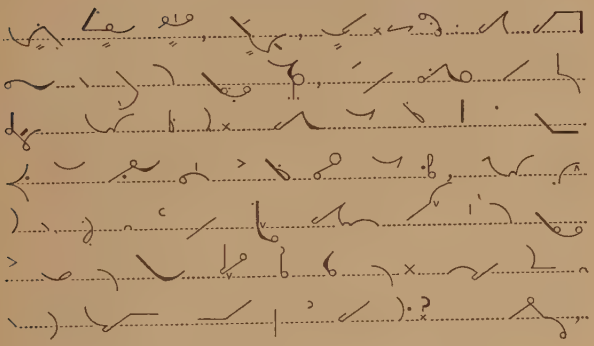
language or *owing*, *thing*, *young*, *anything*, *nothing*, *something*, *or*, *your*, *year*, *New York*.

PHRASEOGRAMS.

I am sorry, we are sorry, you may as well, yours respectfully, respectfully yours.

Exercise 36.

Read, copy, and transcribe.



Exercise 37.

Write in Shorthand.

Spencer & Reed,
Ottawa, Canada.

Sirs:

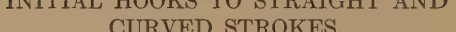
Each season *in-the* past six *years we-have* bought *your* books *of* science *and-have-had to* pay excessive rates *on*-same. *We* emphasize *this* fact *because if-we-are to*-make *a* success *of-our* business *we-must* sell *the* books *at* low rates. *Can you suggest how we-may* get-*the* charges reduced, *or can you in-any-way* assist *us in* reducing-*the* cost *of-the* books?

Yours-respectfully,

LESSON 9.

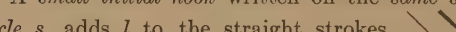
INITIAL HOOKS TO STRAIGHT AND CURVED STROKES.

53. A *small initial hook* written on the *same side as the circle s*, adds *l* to the straight strokes thus forming a series of *double* consonants; as



pl *bl* *tl* *dl* *ch l* *jl* *kl* *gl.*

54. A *small initial hook written* on the *opposite side* adds *r* to the same strokes, thus



pr *br* *tr* *dr* *ch r* *jr* *kr* *gr.*

55. (*a*) The hook is written *first* in such consonants and made *parallel* to the stroke with which it is written.

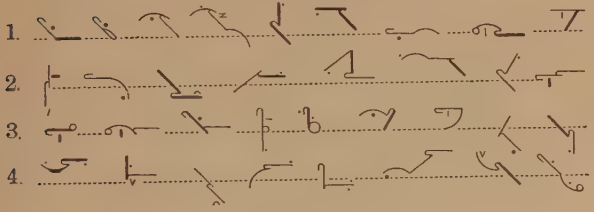
(*b*) These double consonants may be sounded in *two* different ways; first as a distinct syllable; thus in the words *topple,* *rebel,* *paper,* *teacher;* and secondly without the short *e* sound as in the words *play,* *praise,* *reply,* *repress.*

56. These double consonants are named *pel* (as in *topple*), *per* (as in *taper*), etc., to distinguish them from outlines formed by the separate strokes, as (*pee-el*), (*pee-ar*). Vowels are placed and read to these double consonants just as they are to single strokes; thus *cup,* *couple,* *coupler,* *apply,*

press, *impress*, *impressing*. Note carefully the joining of forms when these hooks are used medially.

Exercise 38.

Read, copy, and transcribe.



GRAMMALOGS.

apply, *people*, *by all*, *able*, *belief* or *believe-d* *at all*, *tell*, *till*, *deliver-ed-y*.

Exercise 39.

Write in Shorthand.

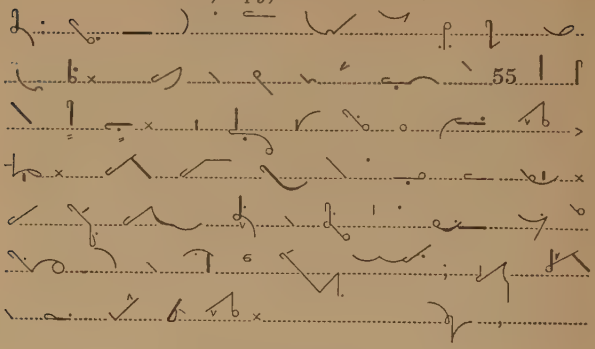
1. *If-you*-will *apply to* Major Gray *he-may-be-able to-tell-you.*
2. *Have-you delivered-the* blue *and* black cloth *to* Briggs *and* Baker?
3. *What-is-the* least price *at-which-you-can deliver your* brass paste *in* glass bottles?
4. *We-are* mailing *you* samples *of* cream lace *to*-day, *and-we*-regret *we*-were-unable *to-do-so till* now. *We-believe you-can-do no* better *at-the*-prices.

GRAMMALOGS AND PHRASEOGRAMS.

dollar-s, *call*, *equal-ly*, *doctor*, *dear*, *during*, *Dear Sir*, *Yours truly*.

Exercise 40.

Read, copy, and transcribe.



Exercise 41.

Write in Shorthand.

Samuel Brooks, Troy, N. Y.

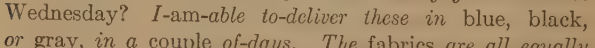
Dear-Sir:

May I bring *to-your* notice *the* enclosed price-list *and* samples *of-the* fabrics *you saw during your call* last Wednesday? *I*-am-*able to-deliver these in* blue, black, *or* gray, *in a* couple *of-days. The* fabrics *are all equally* durable, *and-they-have no equals at-the*-prices. *I* also enclose *a* notice *of-my usual* April sale, *and shall-be*-pleased *to-have-you call and* look *at my* stock.

Yours-truly,

Initial Hooks with Curves.

57. A *large* initial hook adds *l* to any curved stroke *except* ⌒ *l*, ⌒ *r*,) *s*,) *z*, ⌒ *zh*, ⌒ *ng*; thus



fl *vl* *th l* th *l* *sh l* *ml* *nl.*

Write several lines of each.

58. *A small* initial hook adds *r* to any curved stroke *except* (*l*,) *r*,) *s*,) *z*; thus

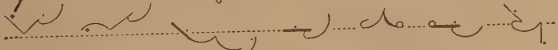
fr *vr* *th r* th r *sh* r *zh r* *mr* *nr*.

Practice several lines of each.

59. The sound *ng-r*, as in *singer*, *wringer*, is comparatively rare; hence, the sign is used to represent the more common sounds of *ng-kr* and *ng-gr* as heard in the words *banker*, *thinker*, *finger*, *linger*. The double consonant *sh l* is almost always written *upward*, as *official;* while *sh r* is GENERALLY written *downward*, as *pressure*.

Exercise 42.

Read, copy, and transcribe.

1.
2. 
3.
4.
5.
6.

Exercise 43.

Write in Shorthand.

1. Afraid, fraud, author, freed, differ, inner.
2. Bunker, anger, shrewd, shroud, shrank, shrub.
3. Bushel, muffle, grapnel, approval, shrivel.
4. Tanner, dinner, joiner, liner, fragile, freckles.

GRAMMALOGS AND CONTRACTIONS.

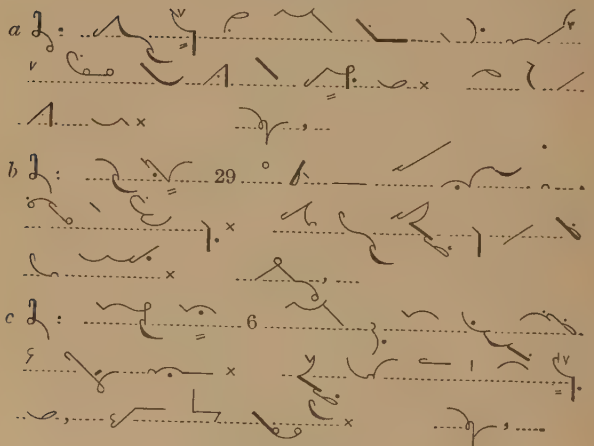
for, *over*, *ever-y*, *valuation*, *evil*, *other*, *more* or *remark-ed*, *remarkable-y*, *mere* or *Mr.*, *nor* or *in our*, *near*, *initial-ed-ly*.

PHRASEOGRAMS.

your favor, *I am in receipt of your favor*, *in reply*, *in reply to your favor*.

Exercise 44.

Read, copy, and transcribe.



Exercise 45.

Write in Shorthand.

1. *The remarkable* affray *is over, and every* wise thinker *is* pleased *with-the initial* success *of-the valuation* policy.

2. *No, we-had no other* talk *with Mr.* Tinker, *beyond a mere remark on-the* state *of* business.

3. *The* banker *was remarkably* nervous, *it-is*-said, *but* brimful *of* energy, hopeful, *and* ready, *you would think, to* conquer *any* trouble *or* adversity.

4. *Dear*-Sir:

Your-favor *of-May* 4th *has* just *come to us, and-in*-reply *we* beg *to* say *the* tank *you* sold *us* last April does *all-you* claim *and-more. We-think-it remarkably* cheap, *nor do we-think-it* likely *we-shall* use *any other.*

Yours-truly,

5. *Dear*-Sirs:

I-am-*in*-receipt-*of-your*-favor *of* July 27th, *and-in*-reply beg *to* enclose samples *of* Zephyrs *as near as I-can* get *to-your* shade. Trusting *these may* suit *you*

Yours-respectfully,

Right Curves for *FL, FR,* Etc.

60. The curves ⌒ *r* and ⌒ *s* are not hooked for *l* or *r* (see paragraphs 57 and 58). They are hooked, however, to provide extra forms for *fl* and *fr*, and *th l* and *th r* respectively, the signs thus obtained being thickened for the corresponding heavy strokes; as

fl *vl* *fr* *vr* *th l* th *l* *th r* th *r*.

These are the *right curves* for *fl*, *fr*, etc., as distinguished from the *left curves*, or *regular forms*.

61. (*a*) *When they stand alone* (not joined to another stroke), the *left curves*, or regular forms *are used if a vowel-sound precedes*, as *offer*, *affray*, *ether*, *aflow; if no vowel-sound precedes, the right curves*,

or extra forms *are used*, as *free*, *fray*, *throw*.

(*b*) *When joined to another stroke, use the form which will give the better joining. As a general rule*, it will be found that when joined to a stroke written toward the right, *the right curves* will give the better joining; likewise, when joined to a stroke written toward the left, *the left curves* will give the better joining; thus *flap*, *flake*, *laugher*, *cavalry*, *rival*, *average*, *verb*, *froth*, *France*, *Jefferson*, *arrival*, *muffle*, *favor*, *fledge*. Practise each illustration given in this paragraph.

Exercise 46.

Read, copy, and transcribe.

1.
2.
3.

GRAMMALOGS.

from, *very*, *however*, *they are*, *their* or *there*, *through*, *therefore*, *principle*, *principal-ly*, *liberty*, *member* or *remember-ed*, *number-ed*.

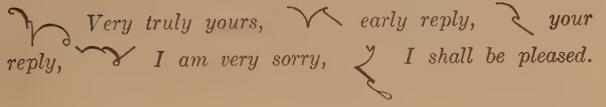
Exercise 47.

Write in Shorthand.

1. Hovel, influx, snowflake, phrase, phrased.
2. Thrice, gathers, throngs, bother, cleverly.

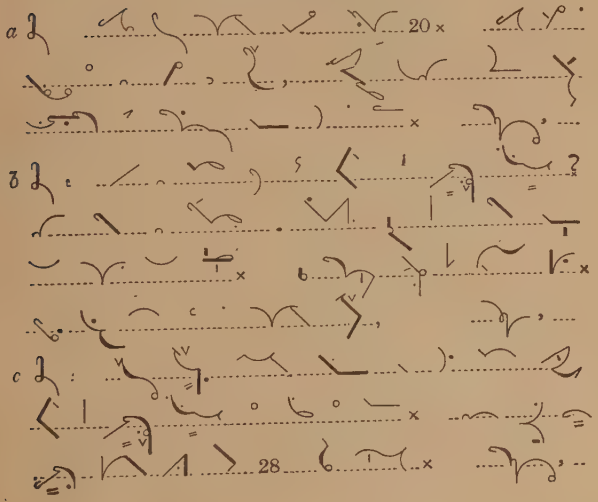
3. Briefer, rover, breather, clover, Arthur.
4. *It-was, however, through their principal member the* firm *was able to* secure *the* business *in leather.*
5. *It-is very* true, *but it-*seems *almost* incredible *there-should-be* such *a large-number of-members in-the* club.
6. *I-shall-be at liberty to-*morrow *from* five o'clock *to* six, *and-I-shall, therefore, be-*pleased *to see-you if-you-can give me a call at-my house.*

PHRASEOGRAMS.



Exercise 48.

Read, copy, and transcribe.



Exercise 49.

Write in Shorthand.

1. *Go* right *through-the principal* avenue, *and you*-will-*see Mr.* Parker's *house by-the* side *of-the* river.
2. Follow *the principles of-liberty through* life, *and you*-will-*be a* true citizen *and a* worthy *member of* society.
3. Look *your* trouble bravely *in-the* face, *and you-will very*-likely discover *a way to* conquer *it, however* severe *it-may*-seem *at-the first.*

LESSON 10.

CIRCLES AND LOOPS PREFIXED TO INITIAL HOOKS.

62. In words like *civil*, *suffer*, *designer*, *display*, it becomes necessary to represent the sound of the *circle s* or *z* together with a stroke initially hooked for *l* or *r*. In curves hooked for *l* or *r* and in straight strokes hooked for *l only*, the *small circle is written inside the hook;* thus *civil*, *suffer*, *designer*, *displaced*, *simmer*, *sable*, *display*, *settler*, *bicycle*. Note that in outlines in which the circle and a hook occur *medially*, both the circle and the hook *must be clearly shown*. Practise several lines of each illustration. Construct similar outlines and practice them.

63. With *straight strokes* initially *hooked* for *r*, the small circle *s*, the large circle *sw*, and the loop *st*, are indicated by writing the circle or loop on the same side as the hook, so that the circle or loop may be supposed to *include* the *hook;* thus *upper*, *supper*, *sweeper*, *steeper*, *prosper*, *stouter*, *sweeter*, *destroy*, *stoker*, *stitcher*, *industry*. Note that when the circle and hook occur medially as in the words *prosper*, *destroy*, *industry*, only the circle is written, but on the *hook side* of the stroke; but in *extra*, *mistrust*, *clasper*, *listener*, where the circle and hook occur medially

at an angle, both the circle and the hook must be clearly shown.

64. When ⌐ or ⌐ follows *t* or *d*, it is written thus: *Tasker,* *tusker,* *disagree,* *disgrace,* *describe.* Practise several lines of each of the illustrations in this and the preceding paragraph.

Exercise 50.

Read, copy, and transcribe.

1.
2.
3.
4.

Write in Shorthand.

5. Noticeable, stater, stutter, passable, displace.
6. Blissful, deceiver, satchel, sever, supersede.
7. Scribe, streak, supreme, sadder, stagger, sweater.

Grammalogs.

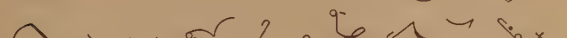
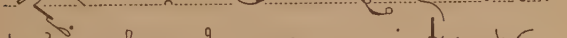
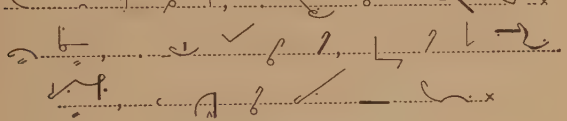
strength, *try,* *truth,* *true,* *chair,* *cheer,* *larger,* *journal,* *children,* *largely,* *care,* *sure,* *pleasure,* *surprise,* *surprised.*

Phraseograms.

I can assure you, *I regret,* *I am surprised.*

Exercise 51.

Read, copy, and transcribe.

1.
2. 
3.
4.
5. 
6. 

Write in Shorthand.

7. *We-are*-sorry *to-have to* destroy *the* claim.
8. *I*-am-*surprised you-should* suppress *it.*
9. *It-may-be a* struggle, *but-we-shall* scramble *through.*
10. *I*-am-*sure you would-do nothing* dishonorable.

Exercise 52.

Write in Shorthand.

Dear-Sir:

In-reply-*to-your*-favor *of-the* 14th, *your* cycles *shall-be-delivered as* early *next* month *as I-can* possibly get *them out. I*-regret *I*-am-unable *to-deliver* sooner, *and I-can*-assure-*you it-would-be a pleasure to* oblige-*you if*-possible. *I*-am-*surprised to know you have* still *to see-the* new saddles, *and-I*-am mailing *you half a* dozen samples *to*-day.

Yours-respectfully,

65. The upward form of *r* is used, *regardless* of *vowel-sounds,* when it precedes *t, d, ch, j, th, kl, gl,*

or *w*, and when it *follows two downstrokes;* thus *aright,* *earth,* *arch,* *urge,* *oracle,* *regal,* *prepare.* The reason for this is easily apparent when the writer attempts to use the downward form of *r* for these or similar words. The vowel-indicating principle is disregarded because the upward form is written more easily and therefore is more conducive to speed. Practise the illustrations and construct other outlines falling under this principle.

LESSON 11.

N AND *F* HOOKS.

66. A *small final hook* written on the same side and with the same movement as the *circle s*, adds *f* or *v* to any straight stroke; as *pave*, *tough*, *chafe*, *cough*, *rough*, *wove*, *heave*.

67. A *small final hook* written (*a*) inside curves, and (*b*) on the side opposite to that taken by the circle *s* and loops on straight strokes, adds *n* to those strokes; as *oven*, *ocean*, *refine*, *earn*, *assign*, *pain*, *ribbon*, *hen*, *win*, *cheapen*.

68. Note carefully the following points: (*a*) Curves do not employ the *f* or *v* hook. (*b*) These final hooks, as in the case of the initial hooks, are written *parallel* to the stroke.

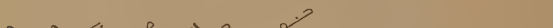
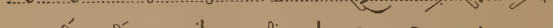
69. The *n* and *f* hooks may be employed medially when they join easily with the following stroke; thus *punish*, *training*, *coining*, *runner*, *paving*, *deafness*, *chafing*, *refer*.

70. A hook at the end of a stroke is always read *last;* so that when a word ends with a *sounded vowel*, a stroke must be written; thus *pony*, *deny*, *honey*, *puffy*, *coffee*, *funny*, *shiny*, *money*. The student should refer again to paragraph 51, when he will see that what is there said with regard to *vowel indication* applies to the present paragraph also.

71. Final *r*, when hooked, is generally written *upward;* as *born,* *turn,* *adjourn,* *corn,* *turf,* *scarf.*

Exercise 53.

Read, copy, and transcribe.

1.
2. 
3. 
4.

Write in Shorthand.

5. Maintain, restrain, abandon, opening, winner.
6. Provoke, defeat, none, marine, churn, puny.
7. Spoken, striving, disdain, millinery, driving.

GRAMMALOGS AND CONTRACTIONS.

happen, *upon,* *been,* *had been,* *done,* *down,* *general-ly,* *often,* *Phonography,* *phonographer,* *phonographic,* *have been,* *within,* *southern,* *northern.*

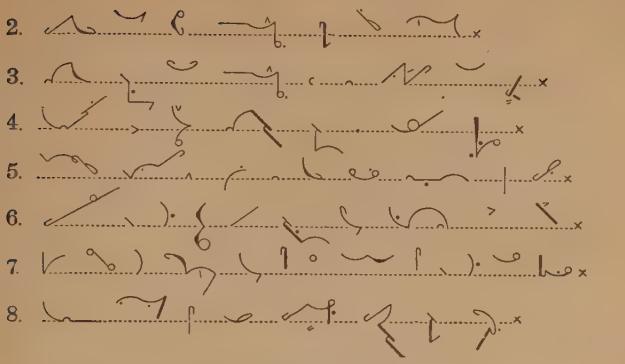
PHRASEOGRAMS.

referring to your favor, *referring to yours,* *enclose-d herewith,* *best class.*

Exercise 54.

Read, copy, and transcribe.

1.



Exercise 55.

Write in Shorthand.

1. *If-you*-labor *beyond-your strength you*-will-*have to see-the doctor.*
2. *Would you care to*-take-*the-chair at-the* gathering?
3. *I-think-the General was within his* rights.
4. *We often go down to see Dr.* Sutton *at-the* beach.
5. *Mr.* David Green, Lincoln Hotel, Brooklyn, *N. Y.*

   Dear-Sir:

   Referring-*to-yours of-the* 24th June, *we-are*-pleased *with-the* proof *of-your* activity, *and*-trust *your* Brooklyn visit *may* turn *out* even *more* profitable than *you* imagine. *We-are* obtaining *to*-day *the* sample *of* linen napkin *for-which-you* ask. *We*-enclose-herewith *a* small length *of* fancy satin ribbon, *which-you*-will-please add *to-your-other* samples. *We should* like *you to*-make *a special call upon* Thornley & Craven. *We-have-done nothing with-them* since *you* were *down there* last *year, and-we happen to know their general* business *is remarkably* brisk just-now.

   Yours-truly,

72. After and any straight upstroke, *final l* is *written downward* if *no vowel sound follows*, and upwards if a vowel sound does follow: as *file*, *follow*; *vale*, *valley*; *scale*, *scaly*; *real*, *relay*; *yell*, *yellow*. Write a line of each illustration. Suggest other pairs of words illustrating this point and write a line of each.

LESSON 12.

CIRCLES AND LOOPS ADDED TO FINAL HOOKS.

73. A *small circle inside* the *f* or *v* hook on straight strokes adds *s;* as *paves,* *doves,* *cliffs;* the same is true of the *n hook with curves only; as* *fines,* *frowns,* *moans.*

Exercise 56.

Read, copy, and transcribe.

1.

2.

74. With straight strokes *hooked for n,* the circles *s* and *ses,* and the loops *st* and *str* are expressed by writing the *circle* or *loop* on the *same side* as the *hook;* thus *Dan,* *dance,* *dances,* *danced,* *Dunster.*

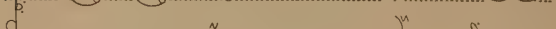
75. A *medial* circle represents *s only;* so that when *ns* occurs in the middle of a word, both letters *must be shown;* thus *dancer,* *Spencer,* *ransom,* *winsome,* *pencil,* *density,* *cancer,* *fencer,* *rancid,* *ransack.*

76. The sign *ns* is used to represent the *light* sound of *ns* after a *curved* stroke; thus *Vance,*

romance. The effect of this rule is that the outlines for related words of this class are kept regular in construction; thus, *mince*, *minces*, *minced*, *mincing*; *fence*, *fences*, *fenced*, *fencing*; *lance*, *lances*, *lanced*.

Exercise 57.

Read, copy, and transcribe.

1.
2.
3.
4. 

Write in Shorthand.

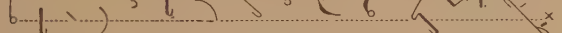
5. Bounce, trounced, bronzes, hence, cleansed, distance, appearance, references.
6. Silenced, starves, motives, tariffs, thrones, refrains, preserves, swerves, incentives.

Grammalogs and Contractions.

approve, *behalf*, *above*, *out of*, *advantage*, *difficult*, *difficulty*, *which have*, *suggestion*, *suggestive*, *one*, *opinion*, *altogether*, *together*, *insurance*.

Exercise 58.

Read, copy, and transcribe.

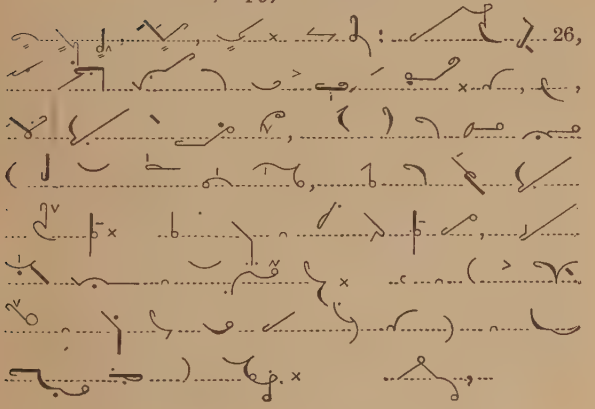
1.
2.
3. 
4.
5.

PHRASEOGRAMS.

at once, first class, for the first time, from first to last, in the first place.

Exercise 59.

Read, copy, and transcribe.



Exercise 60.

Write in Shorthand.

Mr. James Burns,
Dover, Del.

Dear-Sir:

We ask *your* acceptance *and* perusal *of-the* enclosed price-list *of first*-class wines *from* American grapes, *which-we-are*-now ready *to* offer *our* patrons *at*-prices far below *those usually* paid *for* foreign wines. *Our* customers *have our* assurance *as-to-the* purity, flavor, *and general* excellence *of-these* wines, *and-they-may* place *the* utmost reliance *on our* guarantee. *It-has-been our* aim *from-first-to*-last, *to*-maintain *a* name *for* wines *of-the* finest flavor, *and-we-believe, we-have-done this. May-we deliver-you a* sample case?

Yours-respectfully,

77. At the beginning of a word *l* is written downward if it is preceded by a vowel and *immediately followed by a simple horizontal stroke;* that is, a horizontal stroke that is *not initially hooked, circled,* or *looped;* thus *elm,* *alcove,* *elegance,* *alone,* *along.* Write several lines of each illustration.

LESSON 13.

SHUN HOOK.

78. A *large* final hook expresses the light or heavy sound of *shun*, however spelled. The *shun* hook is written:

(*a*) *Inside* curves; thus *fashion*, *invasion*, *nation*.

(*b*) On the *right* side of simple (that is, not hooked or circled) *t*; *d*, or *j*; thus *rotation*, *dictation*, *addition*, *logician*.

(*c*) On the side *opposite to the last vowel* when added to a simple straight stroke *other than t*, *d*, or *j*; thus *diction*, *education*, *passion*, *option*, *occasion*, *action*.

(*d*) On the side *opposite to the hook or circle*, when added to a hooked or circled straight stroke; thus *oppression*, *attrition*, *depletion*, *deception*, *suction*, *discussion*.

(*e*) *Away from the curve*, when added to *k* or *g* springing from the curves *f*, *v*, or *upward l*; thus *fiction*, *navigation*, *location*, *selection*. The circle *s* is added thus: *portions*, *operations*.

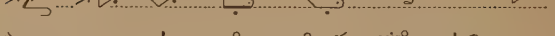
Exercise 61.

Read, copy, and transcribe.

1.

2.

3.

4. 

5.

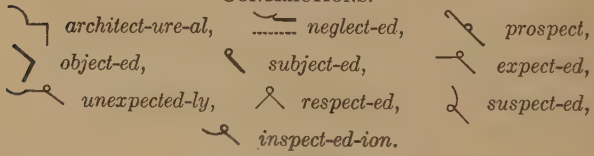
6.

Exercise 62.

Write in Shorthand.

1. Tension, population, sections, aggression, station.
2. Afflictions, capitation, repetition, visionary.
3. Commissioner, divisional, apparition, designation.

CONTRACTIONS.



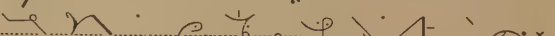
Exercise 63.

Read, copy, and transcribe.

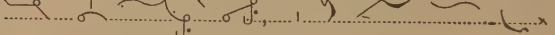
1.

2.

3.

4. 

5.

6. 

Exercise 64.

Write in Shorthand.

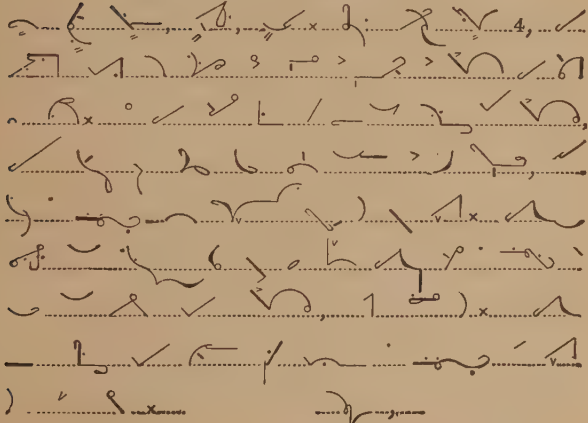
1. *If-you neglect to object to-the* trespass, *you*-will-*have difficulty with-the* prosecution.
2. *Is there any prospect of-the subject be*ing taken *for* discussion *in-the next* session?
3. *By whose* authority *was-the* auction carried *on?*
4. *The* degradation *was unexpected, and-I-think-you-should* offer some reparation *for-your* implication.
5. *The subject has a* strange fascination *for a* man *of* resolution *who-has* also *a* taste *for* invention.
6. Dear Sir:

   In reply-*to-your*-favor *of* June 3rd, *we*-regret *very-much the unexpected* delay *in-the delivery of-your* preserves. *We-expect to* resume operations soon *and*-trust *you-will*-favor *us with your* indulgence *for a* few days *more.*

   Yours-respectfully,

Exercise 65.

Read, copy, and transcribe.



Exercise 66.

Write in Shorthand.

Mr. John Benson,
Lancaster, Minn.

Dear-Sir:

We-are-in-receipt-*of-your*-favor *of* June 28th, *and-we* regret *it-is out-of-our* power *to*-make *any* reduction *in-the* price *for-the* installation *of-the* gas engines. *We-have* gone *over-the* specifications again, *with-the* view *of* acceding *to-your wishes if*-possible, *but-the* inclusion *of a number of* severe restrictions *by-the architect* forces *us to-the* retention *of-the* price already *given. We-think on* reflection *you*-will-*see there-is every* reason *for our* prices, *and-we*-trust *to*-receive-*your* commission *to*-proceed *with-the* job.

Respectfully-yours,

LESSON 14.

SHUN HOOK (Concluded).

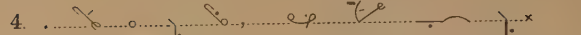
79. The sound of *shun* is expressed after the circle *s* or circle *ns* by a *small hook*, formed by continuing the circle on the *other side* of the stroke; thus A third-place vowel between the circle and the *shun* hook is expressed by the vowel-sign being written outside the hook; thus *physician*, *transition*. When the hook is left unvocalized a second-place vowel is to be read between the circle and *shun;* thus *possessions*, *sensation*. First-place vowels do not occur between *s* and *shun*. The circle *s* may be added to the hook, as in the preceding examples.

80. When a diphthong and a vowel occur between *shun* and the preceding consonant, the stroke *sh* and the hook *n* are written, and *not* the *shun* hook; thus *situation*, *tuition*. This does not apply to such words as *punctuation*, *perpetuation*, where, in order to avoid an awkward outline, the large hook may be taken to represent *-uation*.

Exercise 67.

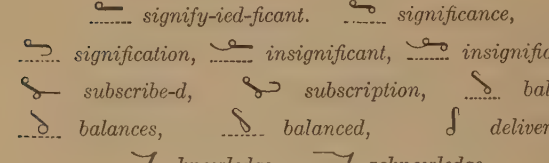
Read, copy, and transcribe.

1.
2.
3.

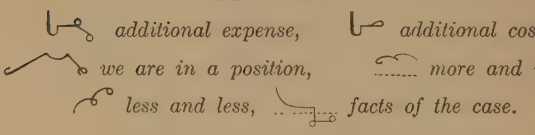
4. 

5.

Grammalogs and Contractions.



Phraseograms.



Exercise 68.

Read, copy, and transcribe.

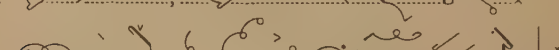
1.

2.

3.

4.

5.

6. 

7.

Exercise 69.

Write in Shorthand.

1. *The* refusal *of-the* authorization *was very significant.*
2. *The insignificance of-your subscription is sure to-*raise *a* commotion.
3. *Are you in-a-*position *to subscribe to-the* society?
4. *Your subscription may* cause vexation *and a* sensation.
5. *Are you* ready *to-go to any* additional-expense *in-the* case?
6. *We-are-in-a-*position *to-*prove *the valuation was* unfair.
7. *If-you-can tell us-the* date *of-the first* petition, *it-may* assist *us to* form *a* decision *on-the* facts-*of-the-*case.
8. *The object of-the* succession *of* petitions *was to influence,* if-possible, *the* decision *which-we-expected would acknowledge-the* justice *of-our* claims.

81. *Con-* or *com-*, when it is the first sound in a word, is expressed by a *light dot,* written at the commencement of the outline; thus *conspire,* *commence,* *console,* *commit.* Where the *con-* dot is employed, it should be the *first sign written* in the word.

82. The suffix *-ing* is generally expressed by the stroke ⌣, and *-ings* by ⌣; thus *placing,* *facings,* *guessing,* *meanings;* but when the stroke is not convenient, *-ing* is expressed by a light *dot,* and *-ings* by a light *dash;* thus *shipping,* *playing,* *waving,* *winnings,* *engravings.*

Exercise 70.

Dear-Sir:

By refusing *to* pay *for-the* etchings *and* carvings *which we* sold *you* last March *you* compel *us to* condemn your business *principles*. *The* only conclusion *we-can* arrive *at* constrains *us to* ask *for an* explanation. *We-can see no* extenuation *for-your* line *of* action. *You-will* confer *a* favor *upon-us by* making *an* early-reply stating *the* reasons *for-your* refusal *to* settle *this*-claim.

Respectfully-yours,

LESSON 15.

COMPOUND CONSONANTS.

83. (*a*) A *large* initial hook adds *w* to *k* and *g*; thus *quick*, *Guam*, *request*, *sanguine.*

(*b*) A *small* initial hook adds *w* to *upward l*, while a *large* initial hook adds *wh* to the same stroke; thus *wile*, *while*, *wail*, *whale*, *weal*, *wheel.*

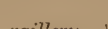
(*c*) *Thickening* a *downward l* or *r*, adds *r* to these strokes; thus *fowler*, *scaler*, *sharer*, *snorer.*

(*d*) *Thickening m* indicates the addition of *p* or *b*; thus *pump*, *bamboo*, *empire*, *embalm;* but when *l* or *r immediately* follows *mp* or *mb*, the simple is written; thus *employ*, *impress*, *emblem*, *embrace.*

(*e*) *Enlarging* the initial hook of *w*, indicates the addition of the aspirate *h;* thus *whistle*, *whisk*, *whip*, *whirl.*

(*f*) The compound consonant may be hooked for *r;* thus *scamper*, *slumber*, *clamber.* Practise a line of each illustration; construct outlines containing these consonants.

84. The initial hook in *wl* and *whl* is read *first;* so that if a vowel *precedes w*, the stroke must be written and not the hook; as *awhile.*

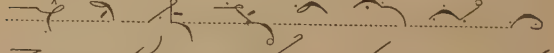
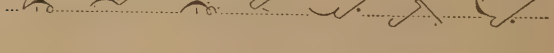
85. The compound consonants ⌒ *ler*, ⌒ *rer*, must *not* be employed when a vowel follows the *r*; so that the separate strokes are written in such words as *raillery*,  *foolery*, *aurora*.

86. The remaining compound consonants of this series are vocalized like the single strokes, as in the examples given above.

Letter.	*Character.*	*Name.*	*As in.*
KW	⌒	kwā	*qu*ick, re*qu*est
GW	⌒	gwā	*gu*ava, lin*gu*al
WL	⌒ (up)	wel	*wa*il, un*well*
WHL	⌒ (up)	hwel	*wha*le, *whel*p
LR	⌒ (down)	ler	fee*ler*, nai*ler*
RR	⌒ (down)	rer	poo*rer*, sha*rer*
MP, MB	⌒	emp / emb	ca*mp*, e*mb*alm
WH	⌒	hwā	*wh*ere, *wh*isk

Exercise 71.

Read, copy, and transcribe.

1.
2.
3. 
4. 

Exercise 72.

Write in Shorthand.

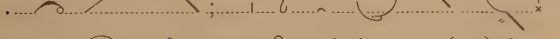
1. Insurers, wall-paper, inquiry, willingness.
2. Comparer, requesting, insular, compeller, ambush.
3. Conquest, requiring, whisper, hampering, wheels.

GRAMMALOGS AND CONTRACTIONS.

will, *while*, *important-ce*, *improve-d-ment*, *impossible*, *improves-ments*, *whether*, *unquestionable-y*, *yesterday*, *January*, *February*, *November*, *United States*.

Exercise 73.

Read, copy, and transcribe.

1.
2.
3. 
4.

Exercise 74.

Write in Shorthand.

Quinn & Fowler,
Quincy, Ill.

Dear-Sirs:

Will-you please *deliver to us as* quickly *as*-possible five gross small bottles *of-your* liquid glue? *We-are-surprised your* traveler *has* missed *us* since last *January*. *We*-suppose *he-has-been no*where *near our* town, *or he-would-have* unquestionably *given us a call*.

Yours-truly,

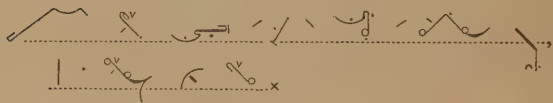
87. When the syllable *con-*, *com-*, *cum-*, or *cog-*, occurs between two consonants, it is indicated by writing the second consonant *close to* or *under* the first; thus *discompose*, *recompense*, *recognize*, *reconcile*, *unconscious*, *circumference*. This rule may also be applied to phrases; as *you will comply*, *it will contain*.

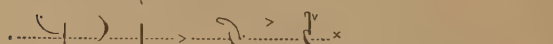
88. The endings *-ality*, *-ility*, *-arity*, etc., are indicated by *disjoining* the stroke preceding the ending; thus *finality*, *durability*, *instability*, *popularity*, *regularity*, *majority*.

Write several lines of each illustration.

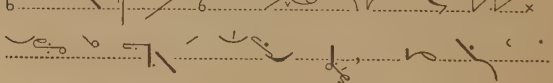
Exercise 75.

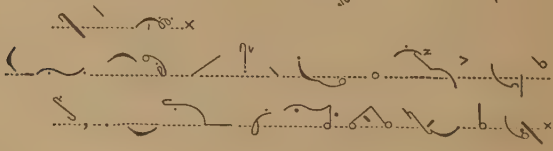
Read, copy, and transcribe.

1. 

2. 

4.

5. 

6. 

Exercise 76.

Write in Shorthand.

1. *I-am*-convinced *you-may* cause considerable confusion.
2. Replying *to-your*-communication *of-yesterday*, *we-are* arranging *to*-return-*the* couplings and rods *by*-express *this*-evening.
3. *In*-reply-*to-your*-favor, *we would*-say *the* majority *of-the* designs *are* lacking *in* originality *and* attractiveness, *and-we*-fear *they-will* at-no-time attain *a* popularity strong enough *to* compel *us to put them in* stock.
4. Upon carefully inquiring into *the* conditions, *we-are* impressed *with-the* advisability *of* taking *the* carvings *in* person *to-their* destination.

LESSON 16.

TICK AND DOT *H*.

89. The uses of *upward* and *downward h* have already been explained (paragraph 20 (*a*)). When the stroke *h* is used medially, care must be taken to write the circle of the *h* so that it cannot be mistaken for the circle *s*; thus *behave*, *adhere*, *unholy*, *unhook*, *Mohawk*.

90. For convenience in writing, *h* is also represented by a *tick* (the downward form contracted), and by a *dot*. The *tick h* is used *initially* before , and the corresponding heavy strokes and ; as, *home*, *hale*, *hair*, *hemp*, *hearer*. This tick may be used with *straight downstrokes hooked for r;* as *Hebrew*, *hydra*, *hedger*. *Tick h* is always read *first*, and is *never used medially* except in a few *phrases;* as *in her own*, *of her*, *to hear the*. The tick is joined to and only when they are followed by a final vowel, as *hussy*, *hazy*.

91. To prevent an awkward outline *medial h* is represented by a dot; thus, *manhood*, *loophole*, *apprehension*. In a few cases the *dot h* may be used *initially;* as *handy*, *half-way*.

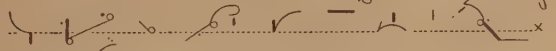
Exercise 77.

Read, copy, and transcribe.

1.

2.

3.

4. 

5.

Exercise 78.

Write in Shorthand.

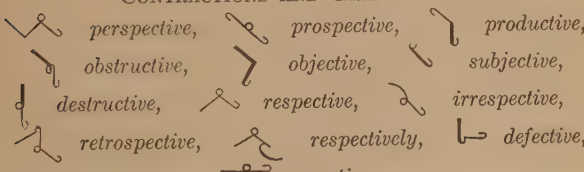
1. Hoe, hoax, helper, wholesome, hirer, hearty.
2. Humane, hemp, heater, incoherence, boyhood.
3. *Mr.* Henry Hopkins,
   Austin, Tex.

Dear-Sir:

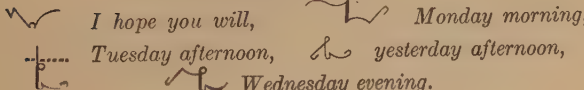
In-reply-*to-your*-favor *of January* 8th, *we-have-the-pleasure-to* enclose-herewith sample *of a* stain *which-will give your* mahogany *a very* rich hue. Joiners, upholsterers, *and others,* use *it for* heightening *the* effect *when* finishing *high*-class jobs, *and-we-can*-assure-*you-the* stain *always* turns *out* well. *We*-trust *to*-hear *from-you when you have given the* sample *a* test.

Very-truly-yours,

CONTRACTIONS AND GRAMMALOGS.

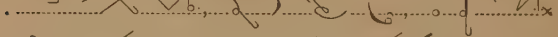


PHRASEOGRAMS.



Exercise 79.

Read, copy, and transcribe.

1.
2.
3. 
4.
5.
6.
7.

Exercise 80.

Write in Shorthand.

1. *You know your objective, and you see how* necessary *a knowledge of perspective will-be, if-you-are to*-please *the executive.*

2. *The subjective* test *was by-no*-means properly taken, *and-we-shall* ask-*the executive to* insist *upon a more* thorough examination, *irrespective of-the* teacher's *opinion.*

3. J. Heaton & Sons,
   Omaha, Nebraska.

   Dear-Sirs:

   I-beg *to* ask *your* attention *to-the* enclosed price-list *and* book containing illustrations *of-my high*-pressure hydraulic pump, *and-I*-hope-*you-will*-favor *me by a* close examination *of-the*-same. *Should there-be any* likelihood *of-your be*ing *in-this* neighborhood *during-the next* month, *I*-hope-*you-will give me a call, when I-shall-be happy to* show *you-the* new pruning hook *Mr.* Heaton spoke *of on* Tuesday-afternoon last.

   Very-truly-yours,

92. *Magna-, magni-* or *magne-* is expressed by a disjoined ; thus *magnanimous*, *magnificence*, *magnetize*.

93. The suffix *-ship* is expressed by , joined or disjoined, as may be convenient; thus *citizenship*, *clerkship*.

Exercise 81.

Write in Shorthand.

1. Magnanimity, citizenship, clanship.
2. Magnetized, apprenticeship, chairmanship.
3. Magnetizing, authorship, professorship.
4. Magnifying, censorship, receivership.
5. Recognition *of-his* valuable services *and* affability *during his* clerkship, caused *his* promotion *to-the* controllership.
6. *The* opposing factions recognized *the* desirability *of* effecting *a* compromise *to* insure *the* election *of-their* choice *for-the* trusteeship.
7. Irrespective *of-the* executive's contentions *to-the* contrary, *the* authorship *of-the* latest devices to insure stability *was-the subject of* continual discussion.

LESSON 17.

REVIEW OF UPWARD AND DOWNWARD *L* AND *R*.

94. (*a*) *L*, at the beginning of a word, is generally written *upward;* but if it is preceded by a vowel and immediately followed by a *simple* horizontal stroke, the *downward* form is used: as in paragraph 77.

(*b*) Before *sn*, *sng*, and *sv*, initial *l* is written downward: as in paragraph 36.

95. (*a*) *L* at the *end* of a word, is generally written *upward;* but after or *any straight upstroke*, write it *upward* if a *vowel-sound follows*, and *downward* if *no vowel-sound follows: note* paragraph 72.

(*b*) After *n*, and *ng*, final *l* is always written down: as in paragraph 27.

(*c*) *After* a *curve and circle*, final *l* is written in the direction of the circle: as in paragraph 36.

(*d*) The *compound consonant* is used only where a final downward *l* would be written: as *fuller*, *valor*, *scaler*, while *is* used where the upward *l* would be written: as *paler*, *tiller*, *jailer*, *cooler*. Read paragraph 85.

Exercise 82.

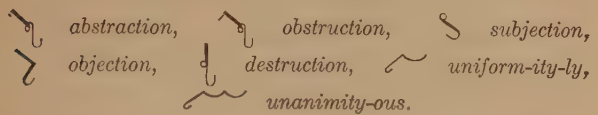
Read, copy, and transcribe.

1.
2.
3.

Write in Shorthand.

1. Elmira, Alleghany, newly, exceedingly, facile.
2. Admiral, prevail, willingly, fuel, filler, dealer.
3. Taller, Alaska, follow, yellow, sickly, leisurely.

CONTRACTIONS AND GRAMMALOGS.



96. (*a*) *Initially use upward r unless a vowel precedes*, except before *m*. See paragraph 20, subdivision (*b*).

(*b*) When *r precedes t, d, ch, j, th, ĕt, gl,* or *w* use the upward form whether a vowel precedes or not. See paragraph 65.

97. (*a*) In *short* words, *final r* is written downward if it ends the word, and upward if a vowel sound follows. See paragraph 20, subdivision (*c*).

(*b*) After *two downstrokes* use the *upward r*. After and a straight upstroke use *upward r*. See paragraphs 65 and 44.

(*c*) When it follows another stroke and is finally hooked, *r* is usually written upward. See paragraph 71.

(*d*) The compound consonant is used only where a final downward *r* would be written; thus *bearer*, *adorer*. See paragraph 85.

Exercise 83.

Read, copy, and transcribe.

1.
2.

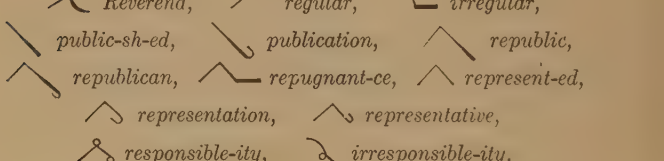
3.

4.

Write in Shorthand.

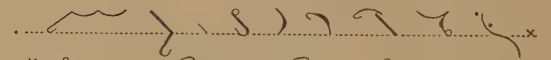
5. Aspire, arranger, adhere, career, unaware, taxer.
6. Adviser, answers, wreath, auricle, urgency.
7. Origination, airy, irrigation, Irish, arraign, injure.
8. Stir, summary, marine, regal, earth, arduous.

CONTRACTIONS.

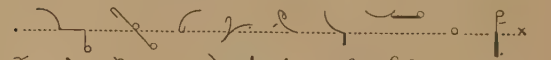


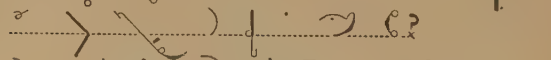
Exercise 84.

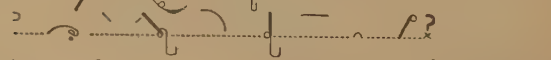
Read, copy, and transcribe.

1. 

2.

3. 

4. 

5. 

6.

7.

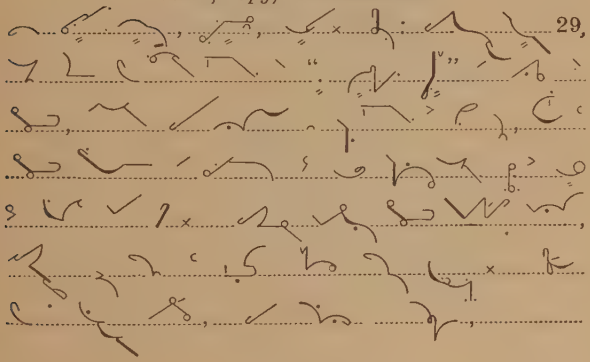
Exercise 85.

Write in Shorthand.

1. *The* story *of-the republic,* just *published,* shows *how-the representatives saw their responsibility and* refused *to be* led *by irresponsible* men *to-the* admission *of-the repugnant principle of* taxation minus *representation.*
2. *The subjection of-the* enemy *and-the destruction of-his* ships were-only possible *by* continual and strenuous labor.
3. *The* discussion *was productive of a significant* increase *in-the subscriptions.*
4. *Your* views *may-be repugnant to-the executive and-the regular members of-the* club.
5. *He-must* continue *to* shoulder *the responsibility.*
6. *The* minority *in a republic* are always seeking *to* embarrass *the* majority leaders *on such* topics *as* suffrage *and-the* recall.

Exercise 86.

Read, copy, and transcribe.



Exercise 87.

Write in Shorthand.

Murray Bros.,
Chicago, Ill.

Dear-Sirs:

In-reply-*to-your*-favor *of January* 30th, *we-regret we-have-been* unable *to*-place-*the* cargo *of* spruce refuse *to-which-you*-refer, *and-we*-fear *there-is-no* likelihood *of-our* obtaining *a buyer* just-now. *We*-were *in* hopes *of*-success *yesterday*-morning, *but-the* party refuses *to*-proceed *with-the* business *to*-day, *and our* exertions *have-been to no* purpose. *Should-we come* across *a* customer *to*-day *or to*-morrow *at a* reasonable price *we-will* wire *you.*

Respectfully-yours,

LESSON 18.

THE HALVING PRINCIPLE.

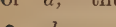
98. (*a*) Halving a *light* stroke indicates the addition of *t;* thus *pack,* *packed;* *tree,* *treat,* *treats,* *streets;* *play,* *plate,* *plates.*

(*b*) Halving a *heavy* stroke indicates the addition of *d;* thus *gray,* *grade,* *grades;* *brew,* *brewed,* *broods;* *rub,* *rubbed.*

(*c*) A stroke which is *finally* hooked, or which occurs in an outline of *more than one syllable,* or that has a *finally-joined diphthong,* may (with rare exceptions) be halved to indicate the addition of *either t* or *d;* thus *pain,* *paint* or *pained,* *paints;* *men,* *mend* or *meant,* *mends;* *wave,* *waved,* *waft,* *wafts;* *painted;* *credit;* *rabbit* or *rabid;* *rapid;* *colored.*

Exercise 88.

Read, copy, and transcribe.

1.
2.
3.
4. 

Exercise 89.

Write in Shorthand.

1. Late, decked, fight, enjoyed, dragged, shots, buds.
2. Straight, dried, blades, spends, gained, grants.
3. Finds, minds, shredded, panted, hated, tablet.

99. Half-sized *t* or *d*, immediately following the stroke *t* or *d*, is always *disjoined;* thus *treated*, *dreaded*, *traded*, *edited*.

100. Half-sized *w* [⌒] is used as a contraction for the termination *ward*, *wart*, *wort*, and half-sized *y* [⌒] for *yard;* thus *backward*, *stalwart*, *dockyard*.

101. *Final t* or *d*, when followed by a *sounded vowel*, must be *written in full;* thus *fault*, but *faulty*.

102. There is no *third position* for words whose outlines consist of half-sized letters only, or of horizontal letters joined to half-sized letters. When the vowel or principal vowel in such words is a third-place vowel, the outline is written in the *second position;* thus *tent*, *tint*, *kilt*, *colt*, *meted*.

Exercise 90.

Read, copy, and transcribe.

1.
2.
3.

Write in Shorthand.

4. Credited, imitated, roasted, lasted, downward.
5. Stock-yard, pity, mighty, witty, rents, parents.
6. Crafts, coughed, waged, prints, wounds.

GRAMMALOGS.

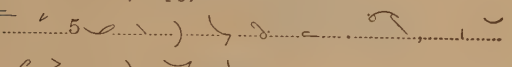
quite, *could*, *accord-ing* or *according to* or *cart*, *cared*, *guard*, *great*, *called*, *cold* or *equalled*, *gold*, *cannot*, *gentleman*, *gentlemen*, *happened*, *particular*, *opportunity*, *child*, *not*.

103. The halving principle is employed for the indication of the words *it*, *not*, *word* and *would*, in phrases like the following: *I am not*, *I do not* or *I had not*, *I did not*, *you may not*, *you are not*, *you were not*, *you will not*, *I hope you will not*, *if it*, *if it has* (or *is*), *in which it is* (or *has*), *this word*, *we would be*. Write several lines of each illustration. Construct several phraseograms based on this principle.

Exercise 91.

Read, copy, and transcribe.

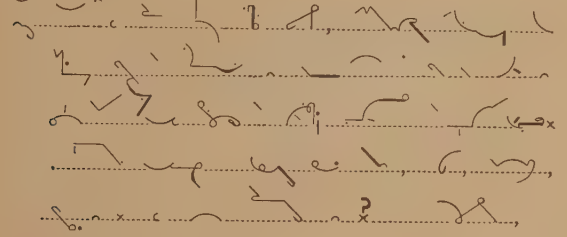
1.



2.

3.

4.



Exercise 92.

Write in Shorthand.

1. *I-cannot quite see-how-the gentleman could-have called* sooner.

2. *The particular* account *you* name *shall-be* settled *on-the first opportunity.*

3. *The gentleman had a* rooted *objection to-the*-treatment *he* received.

4. *Mr.* Edward Hunt,
   Cleveland, Ohio.

   Dear-Sir:

   We-desire *to-call your* attention *to-the* enclosed sample *of* Fruit Salt, *which-we-think-you-may-not know. As will-be* observed, *the* bottle *in-which-it-is* packed *is a very* pretty *one, and-we* anticipate *a* big demand *for-the* article *when-it-is* displayed *in-your* store. *We-shall-be*-glad *to*-hear *if-it* meets *with your* approval, *and-we-are-sure you-will-not-be* wrong *in* placing *it on-your* list. Prices *of-the different* sizes enclosed.

   Respectfully-yours,

LESSON 19.

THE HALVING PRINCIPLE (Concluded).

104. The four strokes , besides being halved for the addition of *t*, may be halved and *thickened* to indicate the addition of *d;* thus *palmed,* *mode,* *designed,* *snowed;* *piled,* *shared.* It will be observed from the outlines for *palmed, mode, designed,* and *snowed,* that and may have the sound of *d immediately following* the *m* or *n,* or they may have a *sounded vowel between* the *m* or *n* and the *d.*

105. The signs *ld* (written *downward*) and *rd* are *not* used if a sounded vowel comes between the *l-d* or *r-d.* In such cases, the strokes must be written in full; thus *paled,* but *pallid;* *bowled,* but *ballad;* *paired,* but *parried;* *tarred,* but *tarried.*

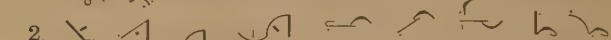
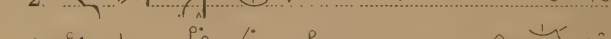
106. The forms *mp,* *ng,* cannot be halved to express the addition of *t* or *d,* unless they are hooked initially or finally; thus *slumber,* *slumbered,* *impugn,* *impugned;* *canker,* *cankered.* The double consonants, *lr,* *rr, cannot be halved* to indicate the addition of *t* or *d, under any circumstances,* because the signs are utilized for the representation of *ld* and *rd* respectively. Write *ist upward* in *salvationist,* etc.

107. The half-length *r* [ ] must *never* be written alone, nor with final *s* only added. Words like *rate,* *writes,* are, therefore, written in full.

The final sound of *rt* is generally expressed by the half-length *upstroke*, while the final sound of *rd* is, as a rule, expressed by the half-length *downstroke;* thus part, pared, dart, dared. Where it is not convenient, however, to write ⌝, the light half-length upstroke may be employed for the expression of the heavy sound; thus lard, lured, geared.

Exercise 93.

Read, copy, and transcribe.

1.
2. 
3. 

GRAMMALOGS.

build-ing or *able to*, *told* or *till it*, *tried*, *toward* or *trade*, *did not*, *had not* or *do not*, *chaired*, *cheered*, *if it*, *that*, *without*, *third*, *sent*, *somewhat*, *short*, *met*, *meeting*.

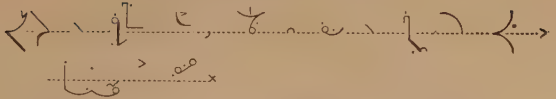
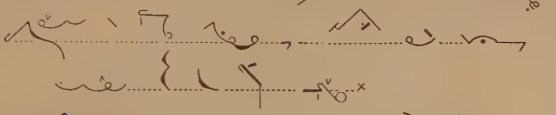
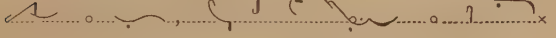
108. *Inter-*, *intro-*, or *enter-* is expressed by *nt* joined or disjoined, as may be convenient; thus *interfere*, *interline*, *introduce*, *introspection*, *entertain*, *enterprise*.

109. The suffix *-ment* is expressed by *ent*, when the sign will not join easily; thus *consignment*, *commencement*, *resentment*, *pavement*, *refinement;* but is written in words like *elopement*, *commitment*, *enjoyment*, *agreement*, *concealment*, *detriment*.

Write several lines of each illustration.

Exercise 94.

Read, copy, and transcribe.

1. 
2.
3.
4. 
5.
6.
7. 

Exercise 95.

Write in Shorthand.

1. *The* delay *of-the* scheme *and-the giving up of-the first* proposal *was-the* cause *of great* resentment.
2. *The* supervision *of-the* new district *was-given to-him in* consideration *of-his great* ability.
3. *I*-am convinced *that-my* interposition *is* necessary *to* remove-*the* misconception.
4. *I-shall* contrive *to be* present *at the* company's *meeting to*-morrow.
5. *Be* assured *you-will* repeat *the* sound results achieved *by* thousands.
6. *We see-the* impending struggle, *but with your* help *we-shall* conquer, hard *though-the* task *may-be*.
7. *We-tried to*-find *out-the* extent *of-his trade, but-we-did-not* succeed.

PHRASEOGRAMS.

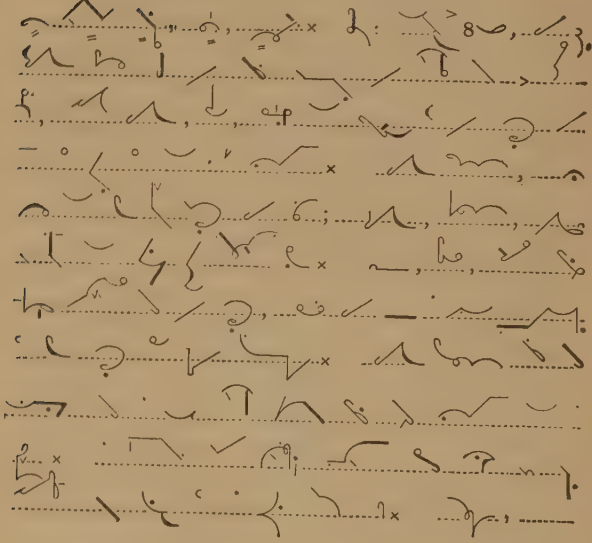
at any rate, *at all events,* *at all times,*

at some time, *at the same time,*

for some time, *from time to time.*

Exercise 96.

Read, copy, and transcribe.



Exercise 97.

Write in Shorthand.

Mr. Edward Hindley,
Sandford, Ill.

Dear-Sir:

In-reply-*to-your*-favor *of-the* 30th ult., *we would*-say *that-we-are, at-all*-times, *will*ing *to*-replace any-part *of a* bedstead *which-may-be*-found damaged *on-delivery, if-it-is quite*-clear *that-the* fault *is ours. You-may*-rest assured *that all-our* bedsteads *are* built *of-the* finest steel *and* iron, *and-that every care is* taken *to see that-the* goods *are* right *when sent out of-the* factory. *At-the*-same-time, *it-may happen, from*-time-*to*-time, *that* some latent flaw *may-be* discovered *when a* bedstead *has* left *our* place, *in-which*-case *we-are*-only *too*-glad *to* remedy *the* defect, *and-thus* show *our* earnest desire *to*-turn *out* absolutely sound goods. Please indicate *the* faulty part, *and-we-will* forward *one to*-replace *it.*

Yours-respectfully,

LESSON 20.

THE DOUBLING PRINCIPLE.

110. Curved strokes are doubled in length to indicate the addition of *tr*, *dr*, or *thr* (heavy); thus *laughter*, *lender*, *another*, *mother*, *knitters*. The circle *s* at the end of a double-length stroke is read *last*, as usual. (Write two or three lines of each illustration in this and the following paragraphs.)

111. The double-length , when *standing alone*, or with a final circle only added, is reserved for the representation of *light sounds;* thus *letter*, *alter;* words like *leader*, *ladder*, *leather*, being written as here shown. When initially circled and standing alone, *l* may be doubled for *tr*, *dr*, or *thr;* thus *slighter* or *slider*.

112. Straight strokes with (*a*) *an initial circle*, (*b*) *a final hook*, (*c*) *a finally-joined diphthong*, or (*d*) *following another stroke*, are doubled in length to indicate the addition of *tr*, *dr* or *thr;* thus *painter*, *rafter*, *sputter*, *powder*, *captor*.

113. The character is doubled in length to express the addition of *r;* thus *pamper*, *temper*, *chamber;* while the character is doubled in length to indicate the addition of *kr* or *gr;* thus *shrinker*, *longer*. It is, however, generally more convenient to use the signs and in verbs, because they can be readily halved for the past tense; as *clamber*, *clambered*, *conquer*, *con-*

quered. The hooked forms ⌣ ⌢ may be doubled in length for the addition of the syllable *-er;* thus *linger,* *lingerer,* *lumber,* *lumberer.*

114. In very common words, where there is no likelihood of clashing, it is allowable to make a stroke double length to express the addition of *-ture;* thus *feature,* *signature,* *picture.*

115. Final *tr, dr,* or *thr,* when followed by a vowel, must be *written,* and not *indicated* by doubling; thus *flatter,* but *flattery;* *cinder,* but *cindery;* *signature,* but *signatory.*

116. When the present tense of a verb is written with the double-length principle, the past tense is written with the half-length principle; thus *matter,* *mattered;* *ponder,* *pondered;* *canter,* *cantered;* *winter,* *wintered;* *loiter,* *loitered.*

117. Double-length *downstrokes* have only the *third* position, through the line; thus *plunder,* *splendor,* *tender,* *asunder.* Double-length horizontal letters take *two positions* only; thus *matter,* *motor,* *meter;* *canter,* *counter.* Double-length upstrokes may be written in any of the three positions, in accordance with the rules governing the position of outlines.

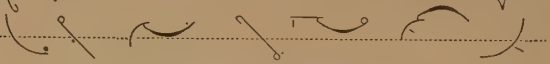
Exercise 98.

Read, copy, and transcribe.

1.

2.

3.

4. 

Write in Shorthand.

5. Mender, borders, spatter, remainder, skater.
6. Calendar, disasters, oyster, scatters, stamper.
7. Scamperer, doubter, pewter, grafters, electors.
8. Sector, protector, tutor, rendered, feathery.

GRAMMALOGS.

spirit, *may not*, *hand*, *under*, *yard*, *word*, *wonderful-ly*.

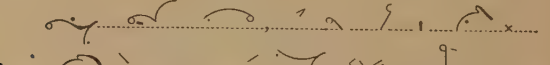
118. *Self-* is expressed by a disjoined circle *s;* thus *self-possessed*, *self-defence*, *self-conscious*.

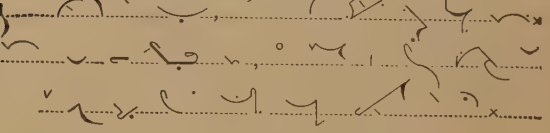
119. The terminations *-fulness*, *-lessness* and *-lousness* are expressed respectively by *disjoined* *fs* and *ls;* thus *usefulness*, *uselessness*, *lawfulness*, *lawlessness*, *sedulousness*.

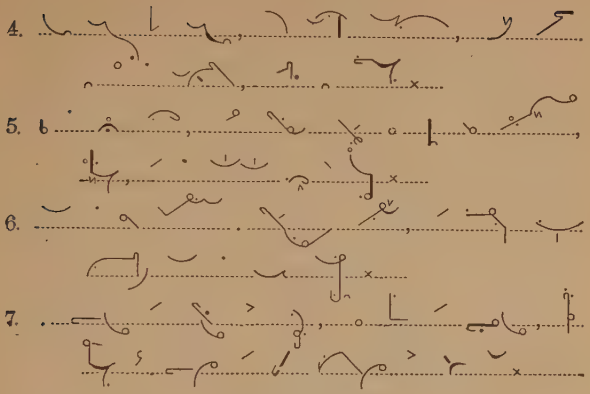
Exercise 99.

Read, copy, and transcribe.

1.

2. 

3. 



Exercise 100.

Write in Shorthand.

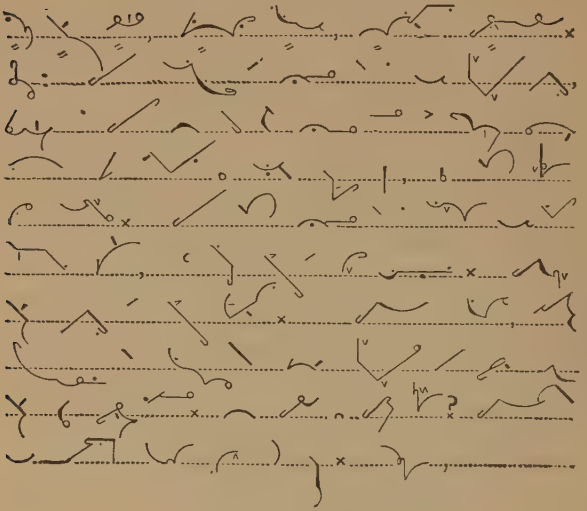
1. *If-this-is-the spirit in-which-you speak of-the secret, it*-won't-*be* long ere *it-is*-known *to all.*
2. *You-are wonderfully out*spoken, *and-not a yard will I*-move until *I-see-you under-the care of-the* inspector.
3. *If-you-can* introduce *a* competent entertainer, *I-will* urge *the* committee *to* pay *him* well.
4. *In-your* magnificent self-esteem *you* forget-*the* magnitude *of-your* self-imposed task.

Phraseograms.

120. In accordance with the preceding rules, the doubling principle is employed in phraseography for the indication of the words *there, their;* thus (*a*) In stroke logograms, as in ⌒ *in their,* ⌒ *can be there,* ⌒ *upon their,* ⌒ *has to be there;* (*b*) In outlines that are not logograms as ⌒ *I have seen their.*

Exercise 101.

Read, copy, and transcribe.



Exercise 102.

Write in Shorthand.

Mr. John Henderson,
Nome, Alaska.

Dear-Sir:

We-have-your-letter *of*-March 24th, *and-we-shall* order-*the* cylinder bolts *from-the* factory before-*there-is* time *for-the-other* parts *of-the* machinery *to-come* forward. *We-know-there-is an* extra rush *of*-orders just-now, *but-we-think-there-is-no* likelihood *of-your*-order being delayed. *If-there-is-the* least indication *of*-such *a thing we-will-see to-it that* less pressing jobs *are put* aside, *so-that nothing shall* hinder *the* finishing *of-your gold* mining machinery *by-the* promised date.

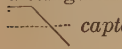
Very-truly-yours,

LESSON 21.

VOCALIZATION OF DOUBLE CONSONANTS.

121. To obtain a good outline, the double consonants of the *pl* and *pr* series may be employed even though an accented vowel comes between the two consonants. If the intervening vowel is a dot vowel, it is expressed by writing a small circle AFTER the consonant stroke, for a *long* or *short vowel;* thus *dark,* *debonair,* *hemisphere.*

122. An intervening dash vowel, or a diphthong, is expressed by writing the vowel or diphthong sign THROUGH the consonant stroke; thus *Baltimore,* *mixture.* When, however, an initial or a final hook or circle would interfere with the intersection of the vowel-sign, the latter may be written at the BEGINNING of the stroke for a first-place vowel or diphthong, and at the END for a third-place vowel or diphthong; thus *corporal,* *figuration;* also when the general rule of placing the circle is awkward of application, the circle may be written before the stroke; thus *flashily.*

123. The methods of vocalizing the double consonants provide the writer with an additional means of distinguishing words in *-tor* from words in *-ture;* thus  *captor,* *capture.*

GRAMMALOGS.

school, *schooled.*

Exercise 103.

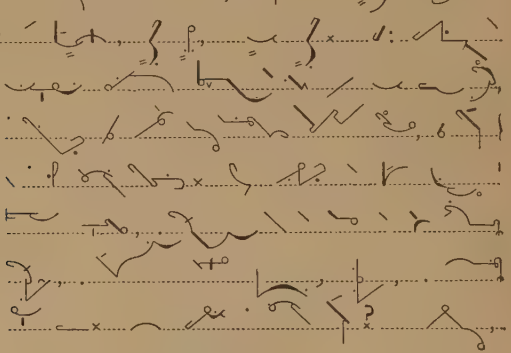
Read, copy, and transcribe.

1.

2.

3.

4.



Exercise 104.

Write in Shorthand.

Mr. Charles Reid,
Oxford, Mass.

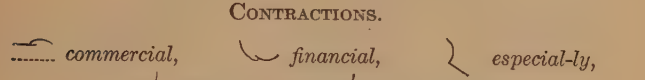
Dear-Sir:

I-have-your-favor *of-the* 24th *inst., and-I*-find *that-the*-terms *you* propose *are, on-the* whole, reasonable. *Your* calculation *of*-profits, *however, is* palpably wrong *in-one* instance, *as you-will-see on* further-examination. *You-will* recollect *that-it-will-be*-necessary *for-you to*-cultivate *the trade in-your* district. *My* former *representative was* culpably *careless towards-the* end *of-his* engagement, *and-the* business *will* require *a* little nursing *for a* time. *I*-am-perfectly *sure, however, that a* display *of* energy *by a* sharp man *of* persua-

sive talents, *and a* judicious distribution *of-the* literature *I-will* send *you, will* soon encourage *a* return *of-the* former extensive sales. Please *call* here *on*-Thursday *to*-sign-*the* agreement.

Yours-truly,

CONTRACTIONS.



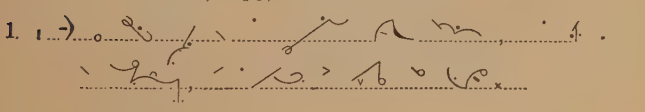
124. (*a*) Before the circled letters *in-* is expressed by a small hook, written in the *same direction* as the circle; thus *inspiration,* *instructor,* *inscrutable,* *inhabit.*

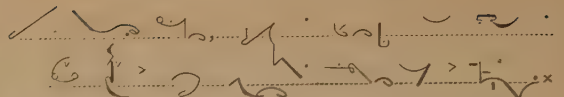
(*b*) The small hook for *in-* is never used in negative words, that is in words where *in-* has the signification of *not.* In all such cases *in-* must be written with the stroke *n,* as *hospitable,* *inhospitable,* *inhuman.*

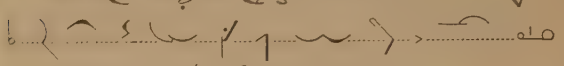
125. The suffix *-mental, -mentally,* or *-mentality* is expressed by *disjoined* *mnt;* thus *instrumental-ly-ity.*

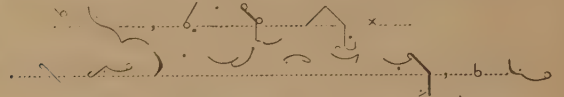
Exercise 105.

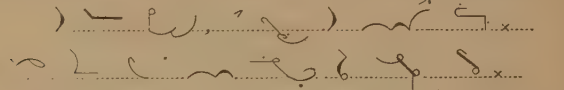
Read, copy, and transcribe.

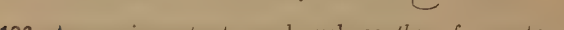
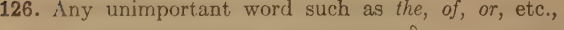
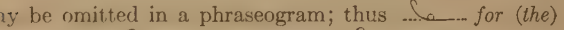
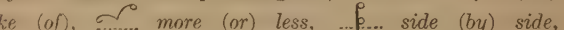
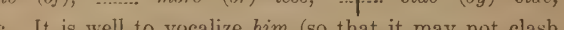
1. 

2. 

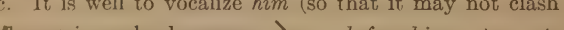
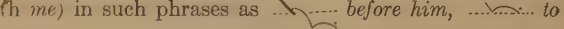
3. 

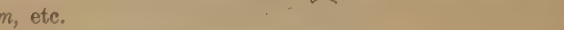
4. 

5. 

126. Any unimportant word such as *the, of, or,* etc., may be omitted in a phraseogram; thus  *for (the) sake (of),*  *more (or) less,*  *side (by) side,* etc. It is well to vocalize *him* (so that it may not clash with *me*) in such phrases as  *before him,*  *to him,* etc.

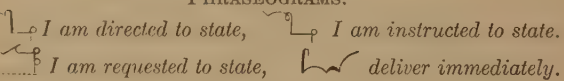
PHRASEOGRAMS.

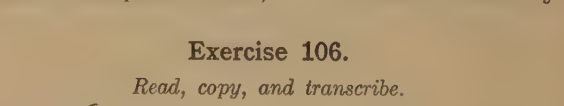
 *I am directed to state,*  *I am instructed to state.*

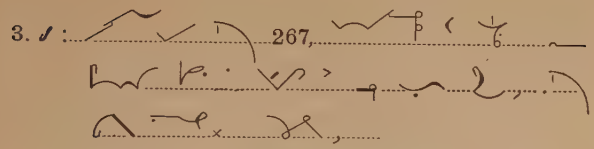
 *I am requested to state,* *deliver immediately.*

Exercise 106.

Read, copy, and transcribe.

1. 

2. 

3. 

Exercise 107.

Write in Shorthand.

1. *It-is especially important that-you-should deliver-the* goods *immediately.*

2. *The unsubstantial* nature *of-the commercial* traveler's resources rendered *his* chances hopeless.

3. *The circumstances* attending-*the controversy* were far *from* pleasing *to-him.*

4. Please-note *that-the*-present order came *through-the* instrumentality *of Mr.*-Smith, *and-is* supplemental *to-the* one *we* received *yesterday.*

5. *Dear*-Sir:

   In-reply-*to-your*-letter *of-the* 16th *inst., I*-am-directed-*to*-state *that-there-is-no* such policy holder *on our* books. *Very care*ful examination *has-been* made, *and-it-must-be that your* clerk *was in* error.

   Respectfully-yours,

6. *Gentlemen:*

   I-am-requested *to* ask *if-you-can deliver-immediately at our* central depot *in New York,* three *of-your* No. 4 Bicycles, fitted *with* Coaster Brake, *and to* ask, *if-you-are* unable *to* arrange *this, upon what* date *you-could* make *delivery?*

   *Yours-tru*ly,

LESSON 22.

DIPHONIC OR TWO-VOWEL SIGNS

127. Special signs called *diphones* have been provided to represent two vowel-sounds occurring consecutively, each being separately pronounced.

(*a*) A *dot vowel* immediately followed by another vowel is indicated by the *diphone* ˘ thus *sahib*, *ultraist*, *layer*, *surveyor*, *real*, *geography*, *glorious*.

(*b*) A *dash vowel* immediately followed by another vowel is indicated by the *diphone* ˊ thus *flawy*, *drawer*, *showy*, *bestowal*, *brewery*, *truant*, *Lewis*.

(*c*) It will be observed that the *first* vowel-sound in these combinations *determines* the *place* of the vowel-sign.

Exercise 108.

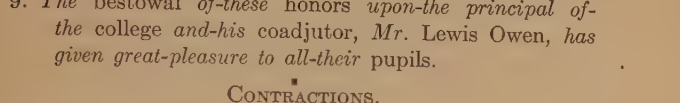
Read, copy, and transcribe.

1.
2.
3.
4.
5.

Write in Shorthand.

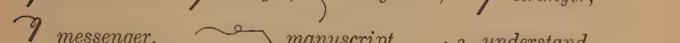
6. Such *a* policy *would-be* ruinous *to-our* firm *and* lead *to* disagreeable *circumstances.*
7. *The* matter *of-the* Gaiety Theatre *is-to-be* left *in* abeyance.
8. Kindly re-arrange *the* terms *and see to-the* re-insurance *of-the* theatrical costumer's premises *without* delay.
9. *The* bestowal *of-these* honors *upon-the principal of-the* college *and-his* coadjutor, *Mr.* Lewis Owen, *has given great-pleasure to all-their* pupils.

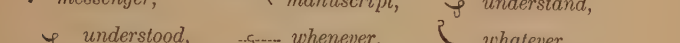
CONTRACTIONS.



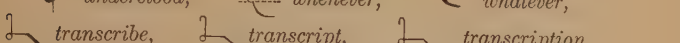
passenger, danger, dangerous, stranger, messenger, manuscript, understand, understood, whenever, whatever, transcribe, transcript, transcription, transfer. (The letter *n* is frequently omitted in the prefix *trans.*)

128. Negative words which begin with *il-*, *im-*, *in-* or *un-*, are distinguished from the positive by repeating the first consonant; thus

legible, illegible; mortal, immortal; noxious, innoxious; known, unknown. Negative words commencing with *ir-* may generally be distinguished without repeating the *r;* thus 

resolute, irresolute. But it is sometimes necessary to repeat the consonant; thus 

redeemable, irredeemable.

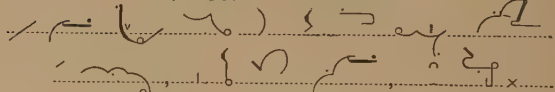
129. The suffix *-ly* is generally expressed by 

joined or disjoined, as may be convenient; thus

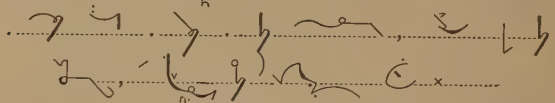
sweetly, *friendly,* *absolutely,* *confidently.* The *l* hook may sometimes be used in words ending in *-ly;* thus *briefly,* *deeply,* *actively.*

Exercise 109.

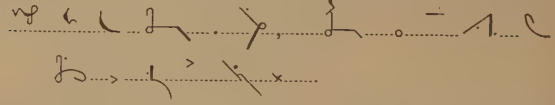
Read, copy, and transcribe.

1. 

2.

3. 

4.

5. 

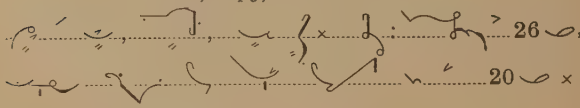
6.

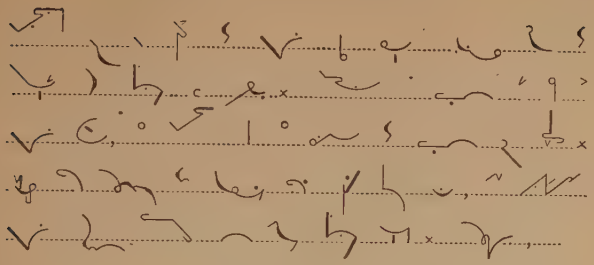
PHRASEOGRAMS.

I regard, *I regret,* *I do not understand,* *your esteemed favor,* *I am in receipt of your esteemed favor,* *in reply to your esteemed favor.*

Exercise 110.

Read, copy, and transcribe.





Exercise 111.

Write in Shorthand.

1. *If-the* instructor destroys *the* instruments, *he-may* cause irreparable mischief.
2. *The* transmission *of-the transcription* proved *more dangerous than-the stranger expected.*
3. *I-understood that-the*-transfer *of-the* stock *was*-made *at-the*-end *of*-last September.
4. *The* Victoria Chemical Co.,
   Brooklyn, N. Y.

Gentlemen:

In-reply-*to-your*-esteemed-favor *of-yesterday, the* reason *why we* returned *you-the* barrel *of* zinc sulfate *was because* analysis showed *that-it-was-not equal to-our* sample, *and was, therefore, quite* useless *to us. We-do-not-under*stand *why it-was sent,* since *we*-presume *you* were aware *that* such *a* standard *would-not* suit *our* purpose *at-all.* Please send *us* another barrel *immediately, and-be careful to see that-it-is* exactly *what we* ordered.

Very-truly-yours,

LESSON 23.

W AND *Y* DIPHTHONGS.

130. When the sound of *w* or *y* (or *ĭ*) is followed by a vowel, long or short, and a *diphthong* is formed, the resulting diphthongs are represented as follows: *w* series; *y* series:

(*a*) *w* plus a *dot vowel*-sound by a small *left semicircle:* *Zouave,* *assuage,* *sea-weed,* *twenty,* *twinge.*

(*b*) *w* plus a *dash vowel*-sound by a small *right semicircle:* *abattoir,* *misquote,* *work,* *drift-wood.*

(*c*) *y* plus a *dot vowel* sound by a small *lower semicircle:* *Spaniard,* *spaniel,* *yearly.*

(*d*) *y* plus a *dash vowel* sound by a small *upper semicircle:* *rebellion,* *million,* *accuse.*

The *dot* or *dash* vowel in these diphthongs *determines* the *place* to be occupied by these signs.

131. (*a*) The right semicircle for *waw* or *wŏ* may be joined to — as in *walk,* *warm,* *warn,* *water,* *watcher,* *washer,* *Walmsley,* *wampum.*

(*b*) The right semicircle is also prefixed to — — as an abbreviation for *w;* thus *woke,* *wig,* *women,* *Wimpole.*

132. In proper names, the left semicircle is prefixed to downward *l*, as an abbreviation for *wl*; thus *William*, *Wilks*, *Wilson*.

133. The joined initial semicircle is always read first, so that the abbreviated form of *w* cannot be employed in words commencing with a vowel; compare *wake* and *awake*; *woke* and *awoke*.

CONTRACTIONS.

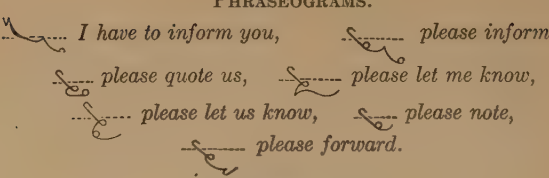
better than, *rather than*, *rather* or *writer*, *perform-ed*, *performer*, *performs-ance*, *reform-ed*, *reformer*, *reformation*, *inform-ed*, *informer*, *information*, *thankful*, *thanksgiving*.

Exercise 112.

Read, copy, and transcribe.

1.
2.
3.
4.
5.
6.
7.

PHRASEOGRAMS.



Exercise 113.

Write in Shorthand.

1. *We-must* warn-*the* workman *not to*-make-*the* washers *too* tight.
2. *They* did *their* best *to* assuage *the* pain, *but-the* woman's weakness rapidly increased.
3. Please-quote-*us for* 5,550 copies *in* typewritten facsimile *of-the* enclosed circular.
4. Please-let-*us-know when you-can deliver-the* fifty bales *of* cotton, *which-are* still due.
5. *Mr.* Wm. Bryon,
   Milton, Mass.
   Dear-Sir:

   In-reply-*to-your*-esteemed-favor *of-the* 8th, *I-have-to-inform-you that-the* sale *of-the* property referred *to* takes-place *on-the* 26th *inst.* *If-you* desire further-*particulars in*-addition-*to-those given in-the* catalog enclosed, *I shall-be*-glad *to* furnish *them.* Please-note *that-there-is-no* present-intention *of* disposing *of-the* hotel *in* Royal Avenue. *I-can, however, inform-you of*-some *very*-good hotel property *which-is for*-sale, *if-you care to* speculate *in-that*-direction. *Yours-very-truly,*

134. (*a*) *Accom-* is represented by a joined or disjoined — *k;* thus *accommodation,* *accommodate.*

(*b*) The termination *-logical-ly* is expressed by a disjoined / *j;* thus *mythological.*

CONTRACTIONS.

proficient-cy-ly, *deficient-cy-ly*, *efficient-cy-ly*, *inefficient-cy-ly*, *sufficient-cy-ly*, *insufficient-cy-ly*, *observation*, *preservation*, *electric*, *electrical*, *electricity*, *inconsiderate*, *selfish-ness*, *unselfish-ness*.

Exercise 114.

Read, copy, and transcribe.

1.

2.

3.

4.

Write in Shorthand.

5. *For-the* accommodation *of*-its readers, *a* medical *journal of* international repute conducted *a* series *of* weekly discussions *as to-the* progress *of* civilization *from a* biological *and* ethnological viewpoint.
6. *The* "Psychological Review," *for-the preservation of*-its *large* circulation, *has* introduced among *several* features *a* department *to-be* devoted *to-the electrical* trade.
7. *You-will-see, therefore, that your* conclusions *are* both inconsistent *and inconsiderate, and-we*-trust *you-will acknowledge-the* inconsistency *of-your* position now *that our unselfishness has-been sufficiently* proved *to-you*.

LESSON 24.

PREFIXES AND SUFFIXES REVIEWED.

135. (*a*) *Con-* or *com-*, when it is the first sound in a word, is expressed by a *light dot*, written at the commencement of the outline.

(*b*) When the syllable *con-*, *com-*, *cum-*, or *cog-*, occurs between two consonants, it is indicated by writing the second consonant *close to* or *under* the first.

(*c*) *Accom-* is represented by a joined or disjoined — *k*.

(*d*) *Inter-*, *intro-*, or *enter-*, is expressed by ⌣ *nt* joined or disjoined, as may be convenient.

(*e*) *Magna-*, *magni-*, or *magne-*, is expressed by a disjoined ⌒ *m*.

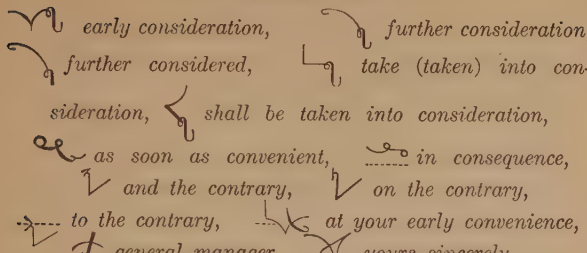
(*f*) *Self-* is expressed by a disjoined circle *s*.

(*g*) Before the circled letters *in-* is expressed by a small hook, written in the *same direction* as the circle.

(*h*) The small hook for *in-* is never used in negative words, that is in words where *in-* has the signification of *not*. In all such cases *in-* must be written with the stroke *n*.

(*i*) Negative words which begin with *il-*, *im-*, *in-*, or *un-*, are distinguished from the positive by repeating the first consonant.

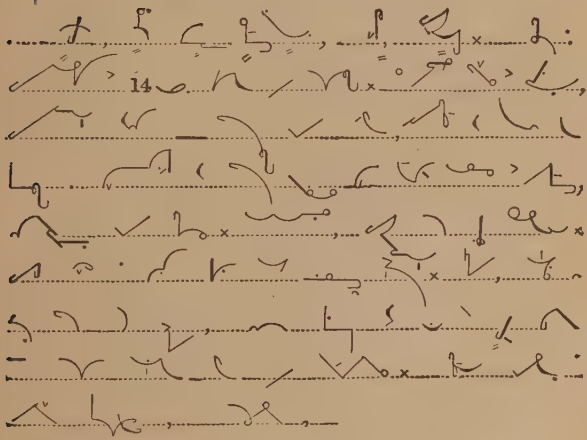
PHRASEOGRAMS.



The prefix *con-* may be omitted in any phrase similar to the foregoing.

Exercise 115.

Read, copy, and transcribe.



Exercise 116.

Write in Shorthand.

The Downes *&* Plewes *Co., Inc.,*
Congress St., Brooklyn, *N. Y.*

Gentlemen:

On further-consideration *I-have*-decided *to*-accept *your*-offer *of-the* premises *on* Sycamore Avenue, *subject to* possession *being given by-the* 1st September. Perhaps *you-will give* early-consideration *to-the* possibility *of-this being* arranged, *and let me know your* decision *as*-soon-*as*-convenient. *I*-am-obliged *to* stipulate *for-this* condition *in*-consequence *of-having to* vacate *my* present premises *by-the* date named. *I-must* ask-*you to*-take-into-consideration also *the* fact *that I-shall-be*-obliged *to*-make *several* alterations before-*the* premises *are* exactly suitable *for-my*-requirements. Trusting *to*-receive *a* reply *at-your*-early-convenience,

Yours-sincerely,

136. (*a*) The suffix *-ing* is generally expressed by the stroke ⌣, and *-ings* by ⌣ˢ; but when the stroke is not convenient, *-ing* is expressed by a light *dot*, and *-ings* by a light *dash*.

(*b*) The endings *-ality*, *-ility*, *-arity*, etc., are indicated by *disjoining* the stroke preceding the ending.

(*c*) The termination *-logical-ly* is expressed by a disjoined / ȷ.

(*d*) The suffix *-ment* is expressed by ⌣ *enˊ*, when the sign ⌢ will not join easily.

(*e*) The suffix *-mental*, *-mentally*, or *-mentality* is expressed by *disjoined* ⌢ *mnt*.

(*f*) The suffix *-ly* is generally expressed by ⌒ joined or disjoined, as may be convenient. The *l* hook may sometimes be used in words ending in *-ly*.

(*g*) The suffix *-ship* is expressed by joined or disjoined, as may be convenient.

(*h*) The terminations *-fulness, -lessness* and *-lousness* are expressed respectively by *disjoined* *fs* and *ls*.

Grammalogs and Contractions

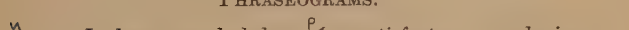
never, *nevertheless,* *notwithstanding,*
enlarge, *enlarged,* *probable-ly-ility,*
practice, practise-d, *practicable-ly,*
imperfect-ion, *satisfaction,* *satisfactory,*
unsatisfactory.

Phraseograms.

I have concluded, *satisfactory conclusion,*
unsatisfactory conclusion, *under the circumstances,* *best of my ability,* *best of our ability,*
best of your ability, *best of their ability.*

Exercise 117.

Read, copy, and transcribe.

1.
2.
3.
4. 

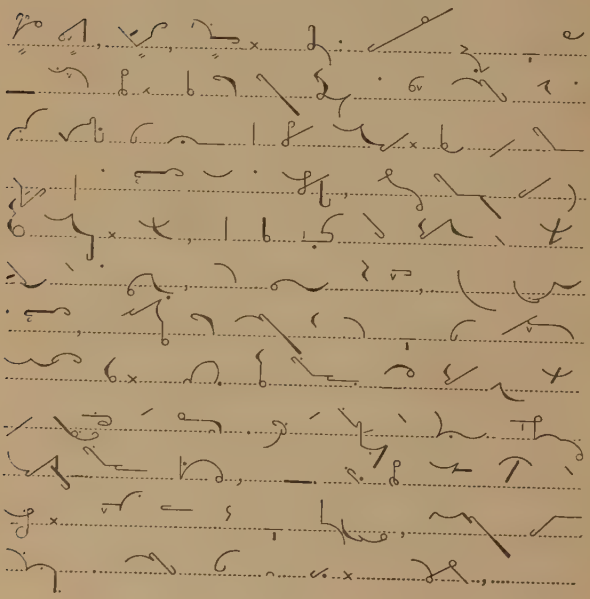
Write in Shorthand.

5. *Having* considered *all-the circumstances, I-have*-concluded *to-give you-the* agency, *and-I*-hope-*you-will* exert *yourself to-the* best-*of-your*-ability *to*-make-*it* profitable *to* both *of us.*

6. *We*-assure-*you that-the* business *shall-be* looked after *to-the* best-*of-our*-ability, *and-that-we-shall* spare *no* pains *to*-bring-*the*-matter *to a satisfactory*-conclusion.

Exercise 118.

Read, copy, and transcribe.



Exercise 119.

Write in Shorthand.

Mr. George Manning,
St. Paul, Minn.

Dear-Sir:

In-reply-*to-your*-favor *of-yesterday, we would*-say *that-we-never* hesitate *to*-replace *a* machine *which does-not give* complete *satisfaction. Nevertheless,* where *practicable we* like *to* assure *ourselves that-the-imperfection was* present *when-the*-machine left *our hands. As a* rule, *this-is very improbable, because-we*-take *every care to* insure *an* absence *of imperfection in every* machine *sent-out. It-is satisfactory to us to know that-you-will-not* permit *this* accident *to* interfere *with your* friendship *for our* firm. *We* flatter *ourselves that-you*-recognize *us as* practical men, *who-have always practised* straightforward business methods.

Respectfully-yours,

LESSON 25.

OMISSION OF CONSONANTS AND FIGURES.

137. In order to obtain more facile outlines, certain medial consonants may be omitted, as follows:

(*a*) *P* between *m* and *t*, or between *m* and *sh;* thus *prompt,* *stamped,* *redemption,* *presumption.*

(*b*) *T* between the circle *s* and another consonant; thus *postage,* *postage stamp,* *postpone,* *testimony.*

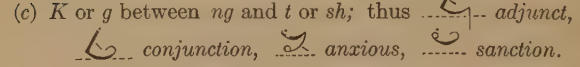
(*c*) *K* or *g* between *ng* and *t* or *sh;* thus *adjunct,* *conjunction,* *anxious,* *sanction.*

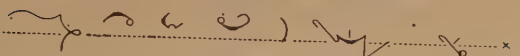
GRAMMALOGS AND CONTRACTIONS.

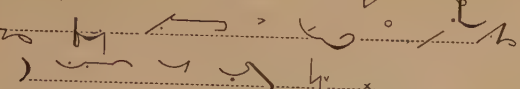
mistake, *mistaken,* *domestic,*
character, *characteristic,* *description,*
justification, *generalization,* *organize-d,*
organization, *extinguish-ed,* *distinguish-ed,*
relinquish-ed, *covenant,* *govern-ed,*
government, *magnetic-ism.*

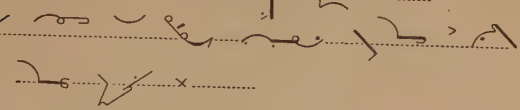
Exercise 120.

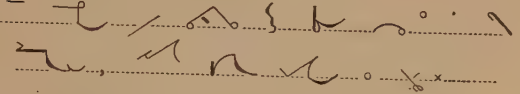
Read, copy, and transcribe.

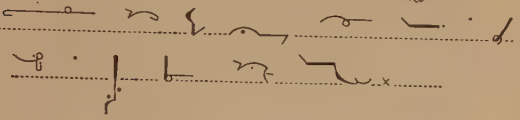
1. 

2. 

3. 

4. 

5. 

6. 

Exercise 121.

Write in Shorthand.

1. *We* read *in-the* new magazine *that-the-government has relinquished-the* claim *to* control *the domestic* policy *of-the* ruler *and-there-is justification for-it.*
2. *The distinguished* speaker *in-his generalization* summed *up-the character of-the organization with characteristic* ability, *though-we-think he-was mistaken in-his* condemnation *of-the* recently signed *covenant.*
3. *Mr.* Charles Warner,
   Cleveland, Ohio.

   Dear-Sir:

   Your-favor *of-the* 4th *is at hand. We*-consider Barnes' offer *almost a* presumption. *At-any*-rate, *it-is-no* temptation *to us to*-sell, *and-we-have* promptly declined *it.* Please use *the* strongest efforts *to* secure Anderson's order. *You-*

can promise punctual *delivery in a* week's-time. *The* market here *is very* restless, *and* business *is* languishing *in*-consequence. *We*-note *your remarks* about-*the* sacks, *and-will* attend *to-the*-matter *immediately.* *Yours-truly,*

138. Figures *one* to *seven,* and the figure *nine* are written in shorthand. All other numbers, except round numbers, are represented by the ordinary Arabic numerals. Round numbers, and *dollars* may be expressed by using the shorthand letters, as follows:

⌣ for *hundred* or *hundredth;* thus 4 ⌣, 400.

(for *thousand;* thus 5 (, 5,000; 5 ⌣(, 500,000; 250 (, $250,000.

⌒ for *million;* thus 4 ⌒, 4,000,000; 4 ⌣⌒, 400,000,000.

\ for *billion;* thus 2 \, *two billions.*

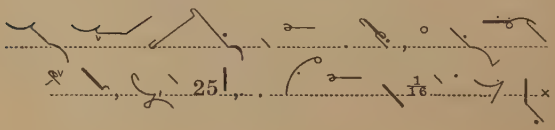
Dollars and *cents* may be written thus 7^{16}, $7.16.

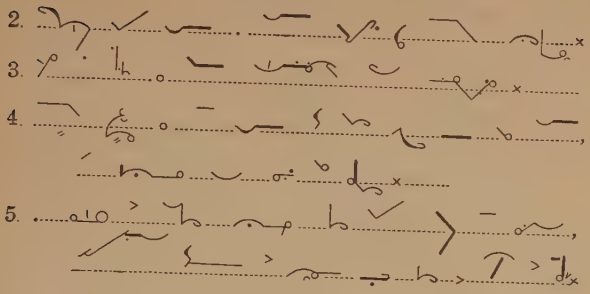
Grammalogs and Contractions.

captain, *capable,* *incapable,*
appointment, *disappointment,*
attainment or *atonement,* *entertainment,*
contentment, *indignant-ation,* *resignation,*
antagonist-ic-ism, *inscribe-d,* *inscription,*
instructive, *instruction.*

Exercise 122.

Read, copy, and transcribe.

1. 



Exercise 123.

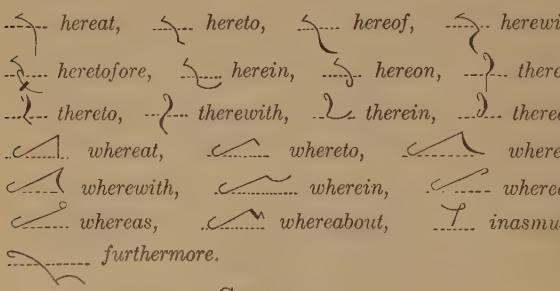
Write in Shorthand.

1. *The resignation of so capable a* man *has-been a great-disappointment to-the-members.*
2. *I-understand he-is indignant at-the* treatment *given to-his* late *antagonist.*
3. *He-thinks-the* committee *are incapable of*-making *sufficient atonement for-their* conduct.
4. *The* cotton marketed since September 1 exceeds 12¼ million bales. *The* actual *production cannot have-been* far *short of* 14,000,000 bales. Spinners' takings *from* September 1 *to* June 2 amounted *to* 10,269,000, *of-which* 2,514,000 were British, 3,815,000 Continental, etc., *and* 3,940,000 American *and* Canadian. *It-is* computed *that-the*-present supply, visible *and* invisible, amounts *to* 6,768,000 bales. *The prospects for next year* appear *to be any*where between 11,000,000 *and* 14,000,000 bales, *but it-is-impossible to* predict *more* closely than *this.*

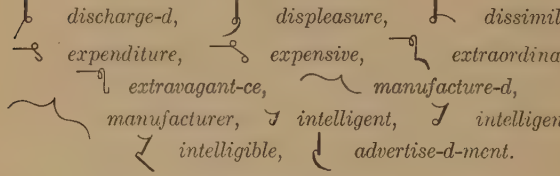
LESSON 26.

COMPOUND WORDS AND INTERSECTIONS.

139. Compounds of *here, there, where*, etc., are written as follows:

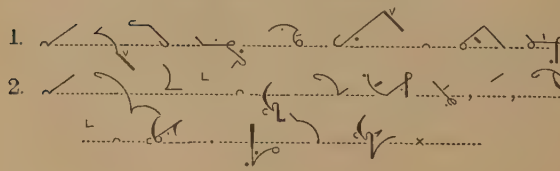


CONTRACTIONS.



Exercise 124.

Read, copy, and transcribe.



3.

4.

5.

6.

7.

Exercise 125.

Write in Shorthand.

1. *We-have-your*-letter *of-the first-instant, and-the* accounts therein referred *to are* enclosed-herewith.
2. *We-call your* attention thereto, *and* entrust *the* consideration *there*of *to-your*self *and* partner.
3. Please-note-*that-the*-goods named *in-the*-order enclosed-herewith *must-be delivered* forthwith.
4. *Mr.* Abraham Samuels,
   St. Louis, Mo.

   Dear-Sir:

   Will-you let-us give you information wherewith *you-can* save *from* twenty *to* fifty per-cent. *in-your* Billing *and* Order Department? *The information* offered herewith *is yours for-the* asking. *See* slip attached here*to*. *Would thank-you for an acknowledgment.*

   Yours-very-truly,

Exercise 126.

Write in Shorthand.

Mr. Benjamin J. Neale,
St. Joseph, Mo.
Dear-Sir:

Herewith *we-have-the-pleasure to* enclose *our* new price-list, wherein *you-will*-find *particulars of-several* lines *that should* appeal *to-you*. *You-will-see-the* details whereof *we speak on* page 44.

Respectfully-yours,

Exercise 127.

Write in Shorthand.

Mr. Clement Newton,
Dayton, Ohio.
Dear-Sir:

May-we advise *you to-try-the expenditure of a* few *dollars on an advertisement in-our* columns? *You-will*-find-*the* cost *not extravagant, while-the* result *we-are* confident, *will-be very satisfactory*. *We-know-the* old *ways of* displaying *advertisements, and-we* adopt entirely *different* methods, less *expensive, and* far *more* effective. *We*-enclose *our* rates, *and*-trust *to*-hear *from-you*. *Yours-truly,*

140. The shorthand writer may provide himself with brief, distinctive, and easily written outlines for the titles of companies, officials, etc., and for frequent colloquial phrases, by employing the principle of intersection, or the writing of one stroke consonant through another, as in the examples which follow, and from which the student may devise similar phraseograms to suit his requirements. Thus ⟍ may be used for *party;* ⟍ for *bank;* | for *attention;* | for

department; / for *Journal;* — for *company;* (for *authority;*) for *society;* ⁀ for *railroad;* ⁀ for *arrange-d-ment;* etc.; as *political party,* *party question,* *Bank of New York,* *National Bank,* *my attention has been called,* *I ask attention,* *wagon department,* *shipping department,* *Pitman's Journal,* *Journal of Commerce,* *Hazel & Co.,* *The Jones Publishing Co.,* *local authority,* *medical authorities,* *dramatic society,* *Pennsylvania R.R.,* *South Carolina R.R.,* *I shall arrange,* *I have arranged,* *please make arrangements.*

When the direction of the strokes will not allow of intersection, the second stroke may be written close to or under the first; as *Knox & Co.*

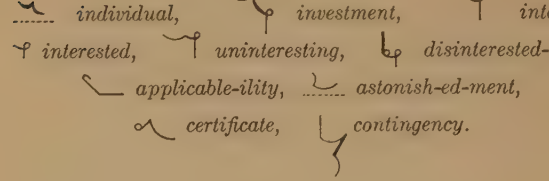
Exercise 128.

Write in Shorthand.

1. *The* party leaders *are to*-meet *to*-morrow-evening *to*-make-arrangements *for-the coming* election.
2. *The* manager *of-the* State Bank writes *to-the* "Engineering Journal," *calling* attention *to-the* new savings department.
3. *The New York Publishing Co., has* issued *a* new catalog *of-its* works.
4. *The* medical authorities declare *the* port absolutely free *from-the* plague.
5. *The* Baltimore Musical *and* Dramatic Society *gives its first entertainment of-the* season *to*-morrow-evening.

6. *A* big increase *is* reported *in-the* traffic returns *of-the* Missouri Pacific Railway.
7. *I-will* arrange-*the* matter *as I-have* arranged *it* before.

CONTRACTIONS.



Exercise 129.

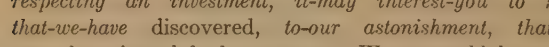
Write in Shorthand.

Mr. R. Mason,
Toronto, Can.
Dear-Sir:

Referring *to-the individual who called* last-week *respecting an investment, it-may interest-you to know that-we-have* discovered, *to-our astonishment, that-the*-man *has* since left-*the* country. *We*-were-*told by a* perfectly *disinterested* person *that-the stranger had had a* far *from uninteresting* career. *We*-now *see-the applicability of-his remark* about *not having* "*all-your* eggs *in one* basket," *though-we-could not* make-*it applicable to-his* business *at-the*-time. *We-will* let *you know if-we* hear *anything*-further about-*him*.

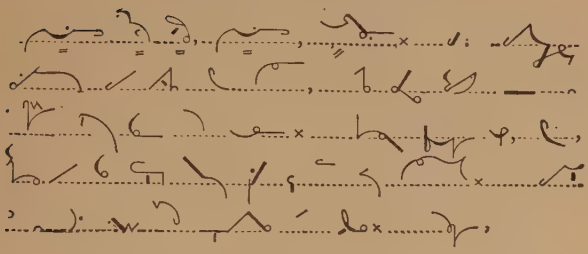
Respectfully-yours,

PHRASEOGRAMS.



Exercise 130.

Read, copy, and transcribe.



Exercise 131.

Write in Shorthand.

Mr. S. Webb,
New Orleans, La.

Dear-Sir:

We-have-just-received *a* cable *informing us that-the*-goods *you*-wrote about last-week *have-been* shipped *and may-be expected* here *at-the*-end *of next*-week. Last-month's sales, *it*-appears, were *unusually* heavy, *and-there-was a* little delay *in* obtaining exactly *the* material required. *Our* correspondents *inform us* also *that it-is* just-possible *that*-prices *will* rise, *and-that instructions must-be-sent immediately if-they-are to*-forward *a* further supply *at*-present rates.

Yours-truly,

LESSON 27

DISTINGUISHING VOWELS AND DISTINGUISHING OUTLINES.

141. Regular and systematic practice in the writing and reading of shorthand characters, with a careful following of the rules for the indication of vowels, will enable the student to dispense with vocalization to a large extent. Nevertheless, he should not hesitate to insert a vowel where it seems necessary for the sake of distinction, as, for instance, in such words as *lady* (to distinguish it from *load*), *enemy* (to distinguish from *name*), *extricate* (to distinguish from *extract*). An uncommon proper name, too, should always be vocalized when written for the first time, though the outline may be left unvocalized should the name occur again in the same matter. Speaking generally, the stenographer should rather err on the side of over-vocalization than run any risk of illegibility by omitting necessary vowels.

Exercise 132.

In this exercise the italic letters indicate the vowels which should be inserted.

We should-neither *a*ccept any theories nor adopt any views, however voluble the *a*dvocates of-such-may-be except we-are convinced that-they-are authorized, and-have-been tested and *a*ttested by-those upon whose veracity we-can rely, or unless our-own reason approves of-them and-we-have *a*mple proof that-though they-may-have some defects, their adop-

tion will-be valuable to us in-the-main, that-we-may employ them to-the benefit of-ourselves and others, and-that-they-will-be readily available on occasions of necessity. No matter how apposite the arguments may appear which-are adduced to-move us from an opposite opinion, we should-be as adamant in-the face of any demand upon-the feelings, which-our reason does-not sanction.

CONTRACTIONS.

demonstrate, *remonstrate,* *ministry,*

familiar-ity, *preliminary,* *singular,*

indispensable-y.

Exercise 133.

Write in Shorthand.

1. *It-is singular that-they should* choose such *a* time *to demonstrate their strength.*
2. *The* original owner *was a very singular individual, who never* indulged *in familiarity with anyone.*
3. *Mr.* Richard Young,
   Milwaukee, Wis.
   Dear-Sir:

   Replying *to-your*-favor *of-the* 1st *inst.*, the original *of-the* document *to-which-you*-refer, *may-be*-seen here after *a preliminary* examination *of-your* credentials. *This-is an indispensable* condition, *and-it-is singular that-you-should-not-be familiar with-it. The circumstances would* appear *to* show *that-you-are a stranger in-this* district. *We-shall-be*-pleased, *however, to see-you whenever you care to-call.*

   Yours-truly,

142. There are some words which have *outlines of their own;* that is, they are readily recognized by their distinctive forms, which it is difficult to read for any but the words they are intended to represent. The following are examples of such words: *instincts,* *disqualifies,* *distinction,* *pronounce,* *miserably,* *fortunately.*

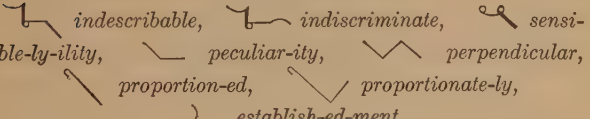
143. The following list of similar words, distinguished by a difference of outline, is selected from the longer list given in "Pitman's Shorthand Instructor." *petrify,* *putrefy;* *passionate,* *patient;* *purpose,* *propose, perhaps;* *appropriate,* *property,* *propriety,* *purport;* *appropriation,* *preparation;* *proffer,* *prefer;* *provide,* *pervade;* *prosecute,* *persecute;* *prosecution,* *persecution;* *detriment-al,* *determined;* *debtor,* *editor;* *defray,* *defer;* *courage,* *carriage;* *factor,* *factory;* *favored,* *favorite;* *staid,* *steady;* *considerate,* *considered;* *impassioned,* *impatient;* *unavoidable,* *inevitable;* *learned* (verb), *learned* (adjective); *regard,* *regret.* *Pure* and *poor,* and derivatives of these words are written in the third position, and are distinguished thus: *pure,* *purely,* *pureness;* *poor,* *poorly,* *poorness.*

Exercise 134.

Write in Shorthand. The distinguished words are printed in SMALL CAPITALS.

1. PERHAPS *you* PROPOSE *to* accomplish *your* PURPOSE *in*-another-way.
2. *The* presence *of-the* ladies *will*-PROVIDE *an* air *of*-quietness *that-is sure to*-PERVADE-*the* whole conference.
3. *I*-fear-*the* PROSECUTION *has* become *a* PERSECUTION, *and-that-they* PROSECUTE *the* case now *rather to* PERSECUTE *the* UNFORTUNATE man than *to*-secure justice.
4. *The* STEADY COURAGE *of-the* STAID student *in* stopping *the* CARRIAGE won-*the* admiration *of-the* FACTOR, *and-the youth is*-now engaged *at-the* FACTORY.
5. *We*-were-FAVORED *with an* IMPASSIONED address *from our* FAVORITE speaker, *who,* IMPATIENT *at what-he* CONSIDERED-*the* want-*of* CONSIDERATE treatment *by-the* mayor, gave *us a* rousing discourse.

CONTRACTIONS.



Exercise 135.

Write in Shorthand.

(*a*) *Dear*-Sir: *The peculiar* novelty about *which-you* inquire *is* simply *indescribable in a* letter, *as we-are* perpetually *informing* inquirers. *We-have*-just *established a* branch *in New York,* where *you-can inspect-the* article *at any*-time. *Respectfully-yours.*

b. *Dear*-Sir: *The indiscriminate* attacks *which-you have-been* pleased *to*-make *upon-the* management *of-this establishment are altogether out-of proportion to-the* gravity *of-the mistake we* made. *and-we* appeal *to-you to* discontinue *them at-once. Respectfully-yours,*

Exercise 136.

Write in Shorthand.

Messrs. L. Baring & Co.,
Indianapolis, Ind.

Gentlemen:

We-are-deeply *sensible of-your*-kindness *in giving us-the information* set forth *in-your*-favor *of-the* 10th *inst., and-we-shall-be*-pleased *to*-reciprocate *at any*-time *when-it-may-be in-our* power *to-do-so. The* business *is a peculiar one, and-we-have to be* careful *not to*-take *an* undue *proportion of*-risk *by indiscriminate* haste. *Thanking you* again *for-your* courtesy, we remain

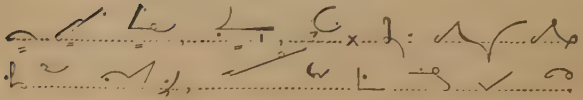
Yours-very-truly,

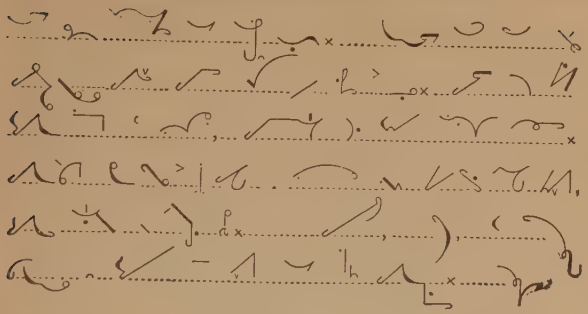
PHRASEOGRAMS.

in regard to, *with regard to,* *having regard to,* *with respect to,* *with relation to,* *in relation to,* *with reference to,* *I have received.*

Exercise 137.

Read, copy, and transcribe.





Exercise 138.

Write in Shorthand.

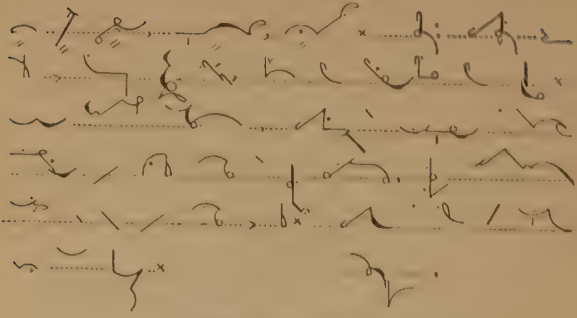
Mr. W. C. Shaw,
Memphis, Tenn.

Dear-Sir:

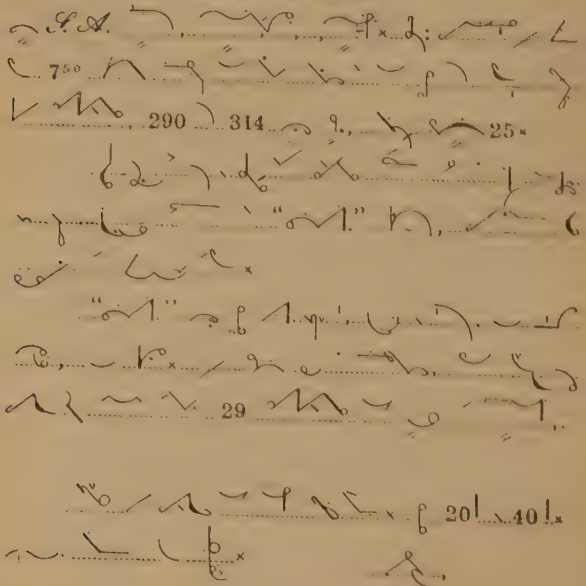
In-reply-*to-your* inquiry *with*-regard-*to our special* grade index cards, *we*-enclose-herewith *several* samples *with* prices marked *on each*. *Having*-regard-*to-the* fact *that-you-are* likely *to*-take *large* quantities, *we-have*-quoted-*you very*-low-prices. *With*-reference-*to your observations as-to-the* extension *of-the* system, *we-may*-say *that-we-have*-received letters *from all* parts *of-the* country assuring *us that-it gives the* utmost *satisfaction*. *We-shall-be*-glad *to*-hear further *from-you in*-relation-*to-the* typewriter supplies *for-which-we*-quoted-*you* last-week.

Respectfully-yours,

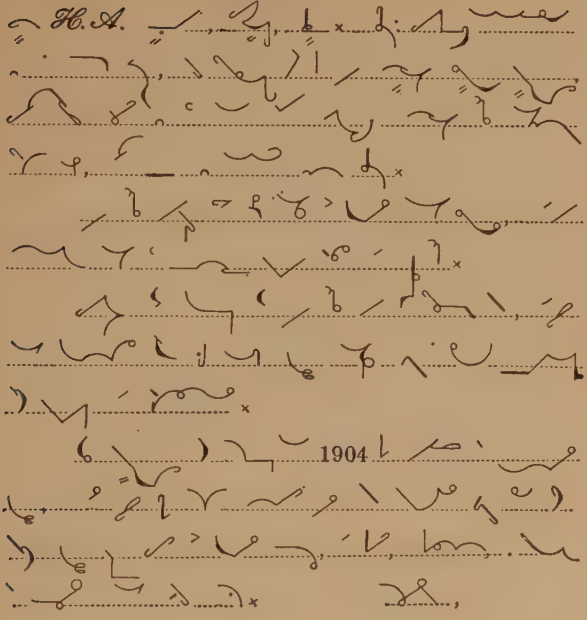
Exercise 139.



Exercise 140.



Exercise 141.



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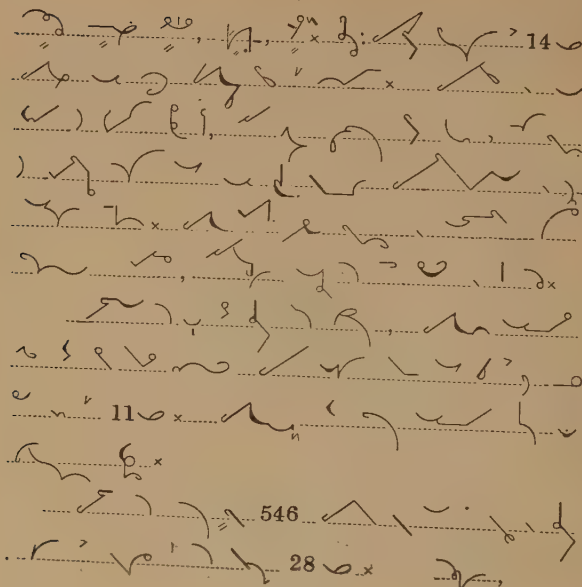

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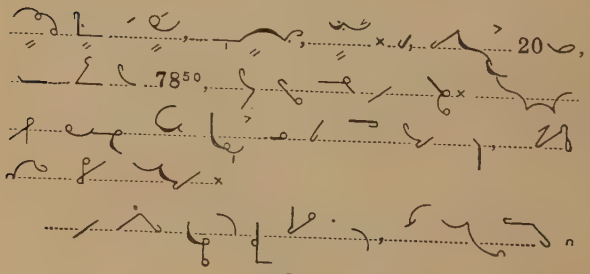

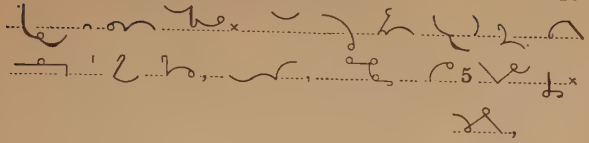

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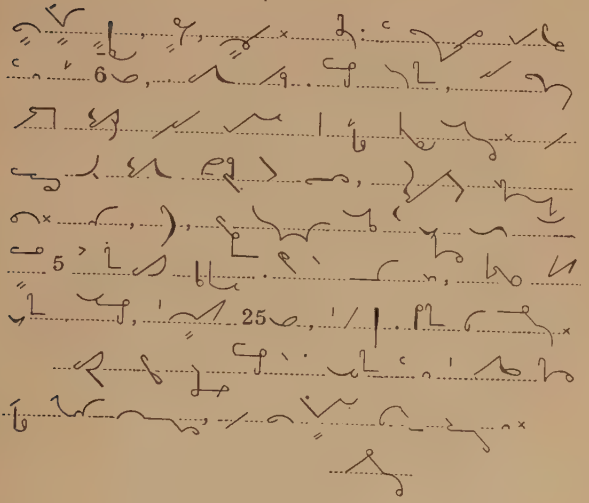

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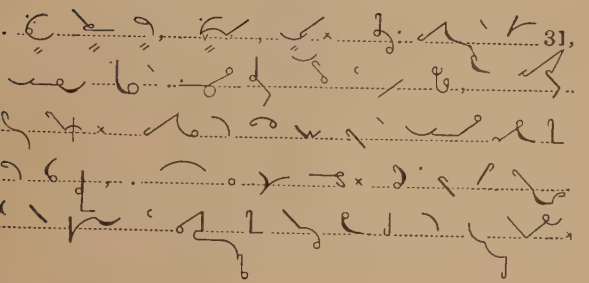

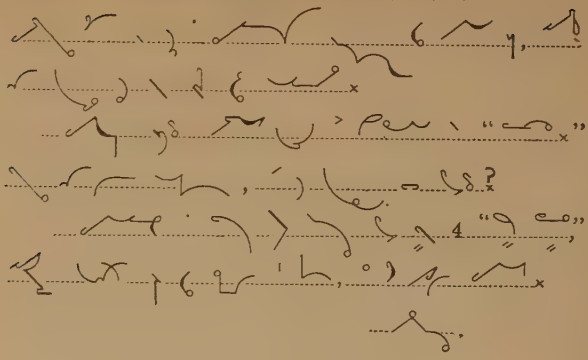

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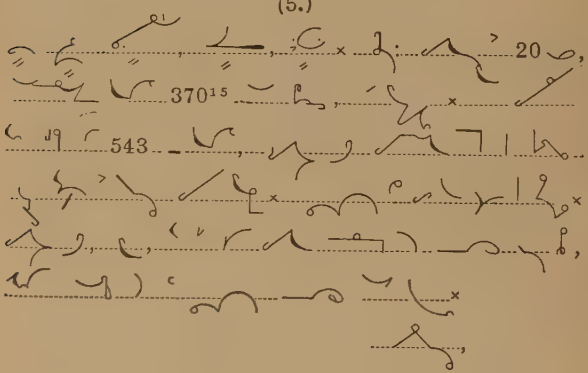

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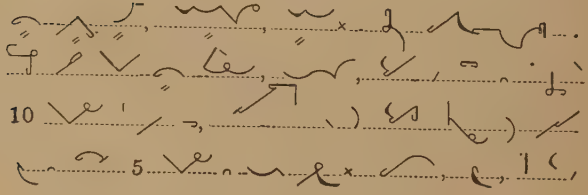

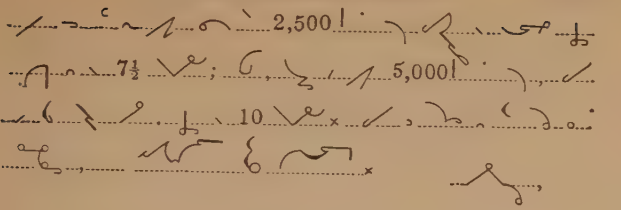

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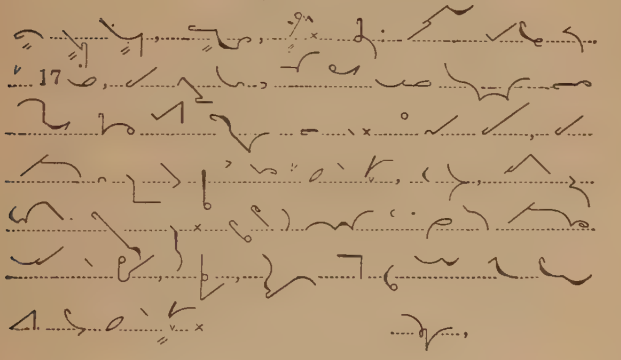

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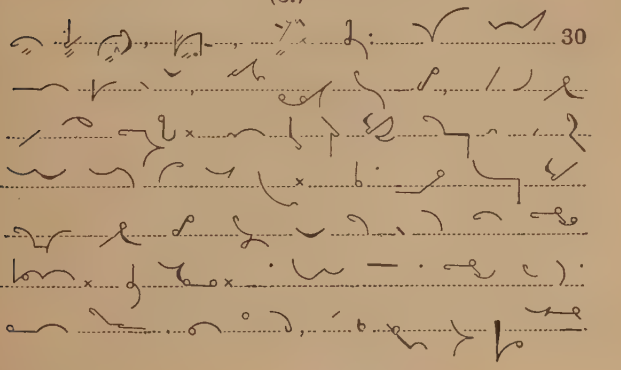

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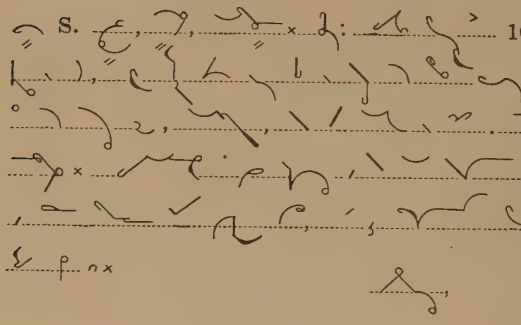

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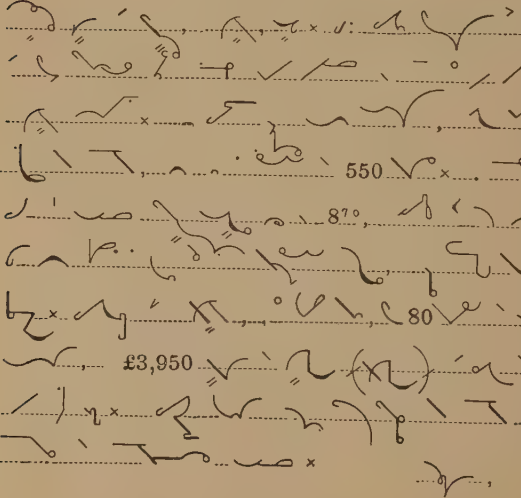

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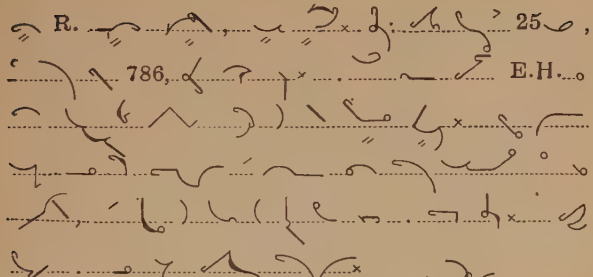

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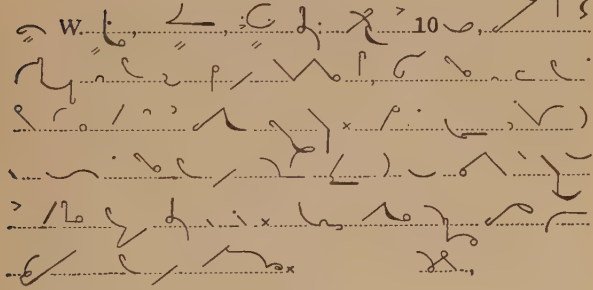

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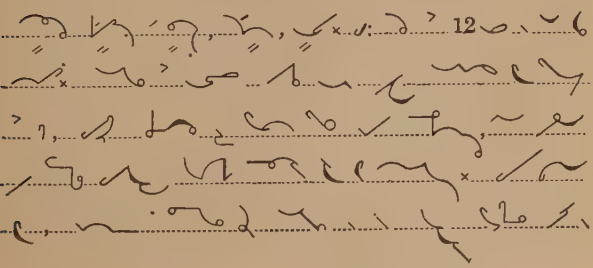

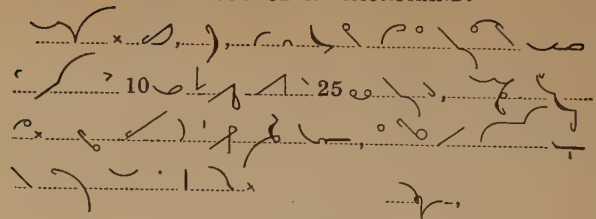

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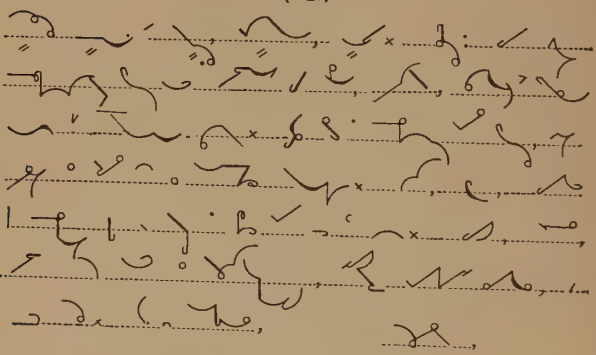
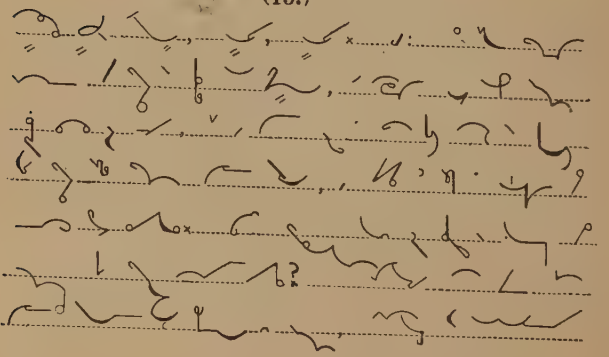
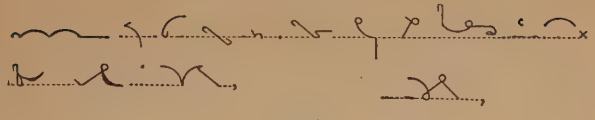


(15.)





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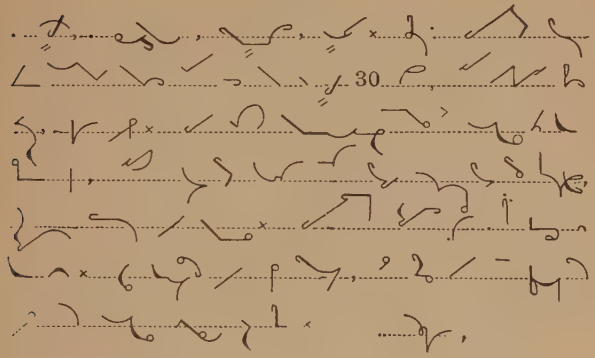

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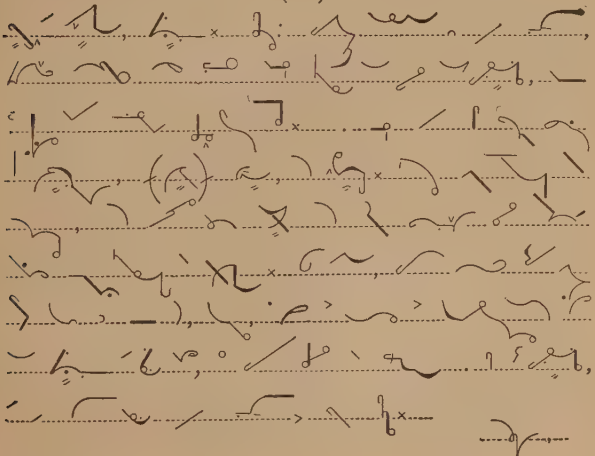

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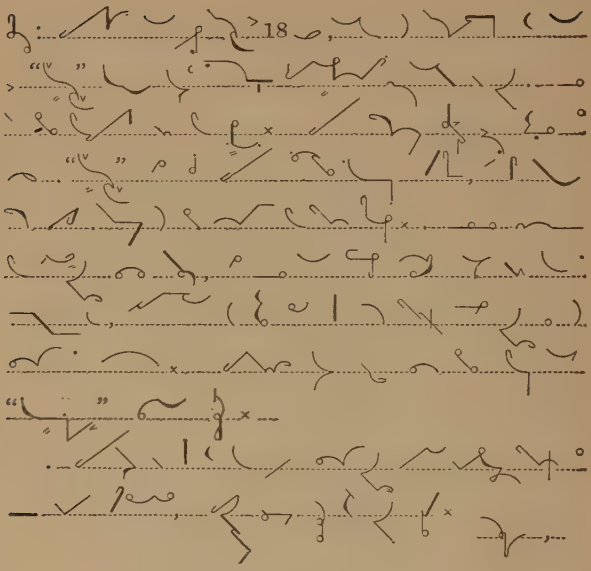


ADDITIONAL EXERCISES.

(No. 1.)

Dear-Sirs:

We-have-duly *to acknowledge* receipt *of-your*-letter-(of)-*yesterday* enclosing claim *from* Messrs. Jones Brothers *for* $340, *balance of*-account.

We-cannot, *in-any-way*, agree *with-the* contentions *you put for*ward, doubtless *on-the instructions of-your* clients, *that-we*-were-*not* justified *in* refusing *to*-take *delivery of-the*-remainder *of-the* goods *out* standing *on-the* 19— Contract. *We-have* frequently written *your* clients, *as probably you-will-know*, stating *our in*ability *to*-take *delivery owing to-our* customers, *in different* parts *of-the* world, rejecting shipments *on*-account-*of* bad quality, *and-not be*ing *to*-sample, *and-have* further *informed them that-the* losses *we-have* sustained, *and-the* allowances *we-have-been* compelled *to* concede, *by*-reason-*of-these* rejections, *are* such *that-we should-have to*-make *a* considerable claim *for* damages *and* loss. *These-we-have*-now ascertained amount *to* $750.

Hence, *we*-regret, *we-cannot* accede *to-your*-request *for*-payment *of-the balance* said *to-be* due.

*Yours-tru*ly, [180

(No. 2.)

Dear-Sir:

*In-accord*ance-*with-the* request contained *in-yours of-the* 9th-instant, *we-have* forwarded per parcel-post samples *of* paper, envelopes, *and other* stationery, *and*-trust *that-you-will-be-able-to*-make *a* selection suitable *to-your*-requirements.

We ask *your special*-attention *to-our* Manila goods; *they-are of* exceptional *strength and* value, thoroughly reliable *in-all-respects, and*, considering *their* fine quality, *the* prices *are* strictly moderate. *You-will*-notice-*that upon each* sample quotations *are given for* various quantities, *but should you* desire stationery *of special* size *or* design, *not* included among *our* samples, *we-shall-be*-pleased *to*-quote prices *if-you-will* kindly send *particulars of-your wishes. We* also make *a* specialty *of* envelopes *and* picture post-cards *for advertis*ing purposes, *and-the* specimens *we-have-sent will give you an* idea *of-the high* standard *of-our productions.*

We-have every facility *for under*taking *commercial and general* printing *of all*-kinds, *and*-enjoy *a high* reputation *in*-London *for first*-class work, *and are* prepared *at any*-time *to*-forward *an* estimate *should you so* desire, *or if, as we-under*stand, *your* stationery *is* supplied *under a yearly* contract, *we-shall*-esteem *it a* favor *if-we-may-be* permitted *to*-submit *our* tender *for-the* approval *of-your* Directors.

Please retain *these* samples *for* future reference. Assuring *you of-our* best endeavors *to-give every-satisfaction. Yours*-faithfully, [240

(No. 3.)

Dear-Sir:

Your-letter *of-the* 10th-inst. regarding-*the* error made *by-the* Railway-Co. *in* consigning *your* bag *of* icing sugar *on* 29th October, *is to hand, and-we-are-very*-sorry *if our* letter appeared *to be anything but sympathetic. We-have-not received a* receipt *from-the* Railway-Co., *but-there-is-no*-doubt *whatever that-it-was* properly consigned *as* X.L. icing, *and-we should* strongly advise *you to*-press *your* claim *on-the* Railway-Co. *There-is*-really *no mistake* here *over-the*

second consignment. *If-we-have-not* already expressed *our* regret *for-the* original blunder, please allow *us to-do-so* now, *for-we* certainly feel *much* annoyed about *it*.

Yours-truly, [126

(No. 4.)

Dear-Sir:

I regret *to see-the* contents *of-your* communication *of-the* 8th-instant relative *to-the*-manner *in-which our* new gas stove *has-been* received *up to-the*-present *in* Baltimore *and* district, *and-thank-you for* drawing *my*-attention *to-the*-matter. *Your suggestion as-to a* reduction *in-the*-price *will-be*-considered *immediately, and you-will, I*-hope, soon *be given* figures *which-will*-enable-*you to* compete *more* successfully *with-the representative* mentioned, *if, as-is* stated *by-you, it-is*-only *the* matter *of*-cost *which* keeps *buy*ers back.

The various orders *you sent with your*-letter *are* being *put in-hand immediately.*

Yours-faithfully, [117

(No. 5.)

Dear-Sir:

Replying *to-your* inquiry *of-the* 6th-inst., *and-according-to information* obtained *from houses* accustomed *to*-deal *with him, we* learn *that-the gentleman* referred *to has* ceased *to-be as* punctual *as* formerly *in meeting his* engagements.

He-is, we-are-informed, an intelligent and energetic man *of* business, *but-has* recently joined *in several under*takings *of a very* speculative nature *which-have* proved *anything but* remunerative. *He-is, in-short,* reputed *to-be overtrad*ing *his* means *with* unjustifiable audacity.

In-your-case *we should* take energetic measures *for-the* recovery *of-your* debt, before *a* crash *comes, or-you-may*-find *that others have-been* before*hand with you.*

We-think-it-is quite possible *that your* debtor's relatives *may come to-his* aid *and* avert *a* disaster.

The information here afforded *is, of*-course, *to-be* regarded *as* strictly private *and without prejudice to-the* firm *or-the writer. Yours*-faithfully, [160

(No. 6.)

Dear-Sir:

I-am-in-receipt-*of-your*-favor *of* 8th-inst. re Estate *at* Newport, *for-which I*-am-obliged. *I*-am-afraid *that nothing can-be-done* until *the* new roads *are* completed. *I-have-seen-the* contractors, *and-they inform-me that, owing to-the* recent rains, *the* work *will-not-be* completed before-*the* summer, *and*-then-*the buildings you have* decided *upon can-be under*-taken. *It-would-be* extremely *inconvenient if-they*-were begun *while-the* road making *was in* progress. *Most of-the* plots *on-the* estate *have-been* sold, *and-as you-will-see by-the* enclosed schedule *they-have* realized *very*-good-prices. *In-most* instances *the* purchasers *have* paid *the* required 15 per-cent. *on* allotment, *the balance to-be* paid *yearly with interest, and-in*-some-cases *the* full amount *of-the* purchase money *has-been* paid.

Yours-truly, [153

(No. 7.)

Dear-Sir:

Some-time-*ago I* addressed *a* letter *to-your*-place *of* business regarding *a* bill *of* $280, *which-is* due *to-the* Elite Printing-Company. *My* collector *informs me that your* office *at* 240 Main Street *has*-

been closed *for over a* month. *In*-order-*that-you shall-not-be-able-to*-claim *that-you did-not* receive due *and* seasonable notice, *I-have* instructed *that-this be* served *on-you* personally. *I-shall* wait three-days before taking legal-proceedings *to* enforce payment.

Yours-truly, [97

(No. 8.)

Gentlemen:

Your-favor *of-the* 7th-*inst. is* received *in*-regard-*to a* certain cash register *and* glass case removed *from* No. 43 East 31st Street *which-you* claim *as your* property. *In*-reply *would*-say *that if-you-can give me* proof *of-the* fact *that-the* cash register *and-the* glass case *which*-were removed *from* said premises belong *to-you or that-you-are* entitled *to-the* possession *of*-same, *I would-be*-pleased *to see that-they-are* returned *to-you. If*-convenient *you-may-have one-of-your representatives call at-my* office *any* afternoon except Saturday *with* proofs *of* ownership, etc., *and-this*-matter *will-be* properly disposed *of without any*-further delay.

Hoping same *is* satisfactory, *I*-am

Yours-very-truly, [134

(No. 9.)

Gentlemen:

Your-letter *of-the* 11th-*instant* received *and was* submitted *to-my* directors *to*-day. Before deciding, *they-will* require *more particulars* regarding-*the* property, showing-*the* exact location *and a* detailed *valuation. If-they-made a* loan *of-this*-kind *they*-would certainly require repayments *on-the principal regularly in*-order-*to* reduce-*the* loan *and* keep-*the* margin maintained provided *there-should-be a* decline *in-the* value *of-the* property.

Yours-truly, [75

(No. 10.)

Dear-Sir:

We-are-in-receipt-*of-your*-favor *of-the* 17th-*instant*, inquiring *what our* rates *would-be on a* bond *of* $5,000 *in*-connection-with furnishing-*the* supplies *to-the* Board-*of*-Education. *Our* rate *for* becoming surety *on*-such *a* bond *would-be* $5 *on-the* bid. Inasmuch-*as-the* Board-*of*-Education requires *two* sureties *to* justify *on* contract bonds *our* charge *for*-such contract bond *would-be one* per-cent.

Hoping *that-these* rates *may* meet *with your* prompt approval, *we-are* *Very-truly-yours*, [90

(No. 11.)

Dear-Sir:

Replying *to-your*-favor *of-the* 10th-*instant*, *we*-enclose descriptive circular *of-the* equalizing springs *for* automobiles, costing $50 per set *of* four springs *with all* necessary attachments.

We-claim *this* device *to-be-the* cheapest, simplest, *and most* durable shock absorber *on-the* market, absolutely preventing bumping *and* tossing *without* destroying-*the* resiliency *of-the* springs. *It-will give us pleasure to-send-you* references.

Hoping *to*-receive *your* valued order, *we* remain

Yours-very-respectfully, [80

(No. 12.)

Dear-Sir:

At-the-close *of-the* old *year we* address *you with-the* sincerest *wishes for-the* new-*year*, *and* beg *to*-present *for-your*-consideration *the* enclosed-list *of-manufacturers who-will* offer *for-your inspection* samples *of-their* spring lines *at our* fourteenth exposition. *Each of-these* factories *has for*-some weeks *been* engaged *in-the*-preparation *of*-goods *that give* promise *of* excelling previous efforts *in-each* instance.

This immense addition *to-the regular* attractiveness *of New-York as a* market, *will, we*-trust, suffice *to* assure *a* visit *from-you during-the* progress *of-our* Furniture Exposition, *which-will-be* open *from January* 10 *to* 28, both inclusive. *A great* exhibition *is* promised. *Respectfully yours,* [120

(No. 13.)

Dear-Sir:

Your-letter *of-the* 30th ultimo *is* received *and care*fully noted. *We-had very* strict orders *from-the* Syndicate *by* cable *a few*-days-*ago not to*-sell *at a* discount *to any manufacturer of* potash salts *who had* purchased goods *from-the out*side mine; *but, very* confidentially, *we-have*-since brought *about an* arrangement *by-which-we-are quite* certain *that-we-shall-be-able-to* protect *you so-that-you-will* get-*the* discount.

Please state quantities *of-each* kind *of*-salt *for-which-you would* like *to* contract *for-the-com*ing five *years.* *Yours-tru*ly, [100

(No. 14.)

Dear-Sir:

Answering *your* card *in-which-you* request *that-we* send-*you a* catalogue *and-all-other information* regarding *our* gas, *electric, and* combination fixtures, *we most respectfully* ask *that-you call at our* salesrooms located *at* 88–92 West Euclid Avenue, where *we-shall-be*-pleased *to* show *you-the* finest line *of* fixtures carried *by any* wholesale *house in-this*-city.

We-have-several catalogues *that-we* furnish *to-the* plumbing *and electrical-trades out*side *of-this*-city, *but-we* hardly *think these-would-be of any* assistance *to-you.*

Thanking you for-the inquiry, *and* hoping *to-be*-favored *with a call from-you at-the* earliest possible date, *we*-beg *to*-remain *Yours-respectfully,* [120

(No. 15.)

Dear-Sir:

We wish to-call your special-attention *to-the* strong *and* dignified *character of-the* "Success" offers *to-the public for-the* season *of* 1914. *You-will*-find associated *with-us in-these* offers *the* leading magazines *of-the*-country—*almost without* exception—*and when-we tell-you, in*-addition, *that-we* receive *each* week thousands *of individual* orders *for* magazines, aggregating *from* $5 *to* $25 *in* value, *you-will* better *under*stand-*the* combined *intelligence and* purchasing power *of-our* readers. *Let-us* hear *from-you. Yours-tru*ly, [90

(No. 16.)

Dear-Sir:

I-find *that I*-need *in*-connection-*with-the investigation that I-am* making *of-the* movement *of-our* fast freight-trains some detailed *information in*-regard-*to* card waybills *and* freight tonnage. *I* attach blanks *which* show *the information I should* like *to-have in-this* connection, *and-I should-be-glad-to-have them* filled *for-each of-your* divisions *and-sent to-me at-your*-earliest-convenience. Also, *if-you have any* further *suggestions to*-make *in*-regard-*to-the* better despatch *of* freight both *in and through yards, I-shall-be-glad if-you-will* advise *me of-it in*-some detail.

*Yours-very-tru*ly, [110

(No. 17.)

Gentlemen:

Please pardon *our* seeming persistency *in*-regard-*to your* nomination *for our* agency *for* Pure Gold Baking Powder, *but-we-are very-much interested in* making *a* success *of-this* method *of* introducing *this* well-known article, *and-we*-feel-*sure that-it-will-have-the* best-attention *in-your care.*

We-trust *the* misunderstanding regarding discount *will-not* interfere *with your* favorable decision; *and you have our* assurance *that, in* placing-*the* business before-*you on-the* basis proposed, *we-have* practically contributed *our manufacturing* profit *to advertising* account.

We-enclose-herewith *a* form *of*-proposed contract *for-your*-consideration. *Yours-very-truly*, [105

(No. 18.)

Gentlemen:

A few-months-*ago we* purchased *a* set *of-your* "Loose-Leaf Encyclopedia," *and-we-have* used *it in-our* office *with a great*-deal *of satisfaction. We-have* found *it* accurate *and up to* date. *The* loose-leaf plan *is, without* exception, *the* best *under-which an* encyclopedia *can-be published and-not* become old *by-the* time *it-is* completed. Again, *your* editorial board, *which-is at-the* service *of-your* subscribers, *we*-consider *a most* excellent feature *of-your* work.

We-have often thought *that* some such plan *as you have* devised *would-be* adopted; *and-we-are-much*-pleased *that-the*-work *has-been* brought *out and-in so* complete *a* form. *Yours-very-truly*, [120

(No. 19.)

Dear-Sir:

It-is over a year since *we*-received-*the* request *from-you for information* about *this* institution *and it-is*-also some-time since-*we-have-called your*-attention *to-this*-bank. Hoping *that-you-may* still *be interested in financial* matters, *we* ask *that-you* examine *care*fully *the two* enclosures.

We strongly advise *this* form *of investment for* idle *funds because-of-its* safety, convenience, *and-the* permanency *of-the* income.

We-feel-*sure the financial*-statement *of-the* company *will* impress *you* favorably, *and-we-call your*-attention *especially to-our representative* board-*of*-directors. *A* reply *will-be*-esteemed. *Yours-respectfully,* [105

(No. 20.)

Dear-Sir:

We-are enclosing *a* statement-*of*-account *and wish to* ask *as a special* favor *that-you* send *us a* remittance *not*-later-than-*the* 12th instant. *We-have unusually* heavy obligations maturing *on-the* 15th *of-this*-month, *and-though-the* amount due *from-you is-not large it-will-be a* decided help *to-us at-this*-time. *We*-find *it* necessary *to*-round *up every* available *dollar.* Kindly advise *if-we-may* depend *upon you for-this* amount *at-this*-time.

In looking *over your*-account *for-the* past few-months *it* occurs *to-us that-we-have-not-been* getting *our* fair share *of-your* business. *If-this-has-been* due *to any* failure *or* negligence *on-our*-part, *we*-hope-*you-will under*-take *to* show *us the* error *of-our ways.*

Yours-truly, [140

(No. 21.)

Dear-Madam:

In-response *to-your*-request *we-take-pleasure in* sending-*you our* Style-Book, showing-*the* newest styles *in* spring *and* summer shoes.

There-are-some decided changes *from-the* models *of*-last-*year, as you-will-see when you* turn-*the* pages *of-the* book *and* look *at-the* illustrations. Vamps *are* cut lower, tongues *are more* pointed, *and-the* shoes *this* season *have a* graceful, tailored look *that*-makes *them very* attractive.

Kindly *call on-the* dealers *whose* names *we give* below *and* ask *to see-the* Model Shoe. *Have it tried on,* walk

in-it, feel *how* easy *and* comfortable *it-is*. Bend *the* sole *with your* foot. Notice *how* correct *the* shoe *is in* style—then *buy it*. Once *you* wear *our* shoe *you-will* want *it ever* afterwards.

If our dealers *cannot* fit *you*, *have-them* order *your* size *from-us*. *Yours-truly*, [150

(No. 22.)

Dear-Sirs:

Referring-*to-your*-letter *of-the* 17th, *we*-beg *to* say *we-have*-just-received *word from-the* B. Creelman Wire-Co. *in*-reference-*to* black wire cloth *and* beg-*to*-quote *from-their*-letter *as*-follows: "*We should-not* like *to*-promise *you any special* date *for-the* shipment *of-this*, *but would*-say *in* five-*or*-six weeks. *As we* mentioned before, *the* painting *of-this* black cloth *is a* matter *of-special inconvenience to-us*."

The manufacturers are very busy *at*-present *on* green wire cloth *and-they-do-not* want *to*-run black cloth *as-it-will upset* them considerably *in-the* factory. *We*-presume *they*-would-*not-be-able-to* get *this* cloth *out for* nine weeks, *and-no*-doubt *this*-would-*be too*-late *for* Messrs. Bartlet *&* Seagram.

Yours-very-truly, [140

(No. 23.)

Dear-Sirs:

We-take-*pleasure in call*ing *your*-attention *to-the* enclosed-statement showing *our* steady growth.

Our location *is* convenient, *having become-the* center *of-the* banking district *of* Chicago.

Being a strictly *commercial* bank, *investments are* made *in* securities *that are* quickly convertible.

Our officers guarantee *the* personal courtesy *and* consideration *to-which every* customer *is* justly entitled.

Consequently *the* increase *in-our* deposits *is* due *largely to-the*-good *words from our* patrons, *which-we always* sincerely appreciate.

In seeking new customers *we* invite *an* interview *or* correspondence, *be*ing prepared *to*-extend *every* facility consistent *with a* well-*organized* bank.

Very-truly, [105

(No. 24.)

Gentlemen:

In-reply-*to-your*-favor dated 15th-*instant* relative *to* insuring machines *on* exhibition *at-the* Automobile Show, *we*-beg *to* say *that-it-has always-been our* policy *not to* insure cars used *for* exhibition *at* automobile shows, *and-we should* prefer *not be*ing *called-upon to* deviate *from that* course. *However*, *if-you-should* find *that* conditions *in-your*-city, *in-so*-far-*as-the* automobile business *is* concerned, *would* demand *your* covering *these* risks *so-as-to put you in-the* position *to* control *a* considerable quantity *of-this* business *in-the* future, *we-think-it*-might *be* good policy *to*-make *an* exception.

We-shall leave *this*-matter *to-your* discretion *and-if*, after *giv*ing *the* same *care*ful thought, *you-should* find *it* necessary *to*-cover *the* risks *in*-question *we should expect you to* charge *the short*-rate *on-the building*.

Yours-truly, [150

THE GRAMMALOGS AND CONTRACTIONS.

Arranged in the order in which they are given in the preceding pages.

LESSON 1. a *or* an, the, all too *or* two, of, to, owe *or* Oh! he, on, but.

LESSON 2. awe *or* ought, who, (*up*) and, (*up*) should, happy, up, put, by, bye, buy, be, to be, at, it, out.

LESSON 3. had, do, different-ce, much, which, each, large, can, come, go *or* ago, give-n.

LESSON 4. half, if, have, thank-ed, think, youth, though, them *or* they.

LESSON 5. I *or* eye, how, why, ay (*yes*), beyond, you, with, when, what, would, saw, so *or* us, see, was, whose, shall, wish, usual-ly.

LESSON 6. as *or* has, is *or* his, because, itself, those, this, these *or* thus, me *or* my, him *or* may, myself, himself, are, our *or* hour.

LESSON 7. first, most, must, influence, influenced, next, in *or* any, no *or* know, own, suggest-ed.

LESSON 8. as his, is as, this is *or* themselves, ourselves, special-ly, speak, several, yes, high, house, we, way, language *or* owing, thing, young, anything, nothing, something, or, your, year.

LESSON 9. apply, people, by all, able, belief *or* believe-d, at all, tell, till, deliver-ed-y, call, equal-ly, doctor, Dr., dear, during, dollar-s, for, over, ever-y, valuation, evil, other, more *or* remark-ed, remarkable-y, mere *or* Mr., nor, in our, near, initial-ed-ly, from, very, however, they are, their *or* there, through *or* threw, therefore, principle *or* principal-ly, liberty, member *or* remember-ed, number-ed.

LESSON 10. strength, try, truth, true, chair, cheer, larger, journal, children, largely, care, sure, pleasure, surprise, surprised.

LESSON 11. happen, upon, been, had been, done, down, general-ly, often, Phonography, phonographer, phonographic, have been, within, southern, northern.

LESSON 12. approve, behalf, above, out of, advantage, difficult, difficulty, which have, suggestion, suggestive, one, opinion, altogether, together, insurance.

LESSON 13. architect-ure-al, neglect-ed, prospect, object-ed, subject-ed, expect-ed, unexpected-ly, respect-ed, suspect-ed, inspect-ed-tion.

LESSON 14. signify-ied-ficant, significance, signification, insignificant, insignificance. subscribe-d, subscription, balance, balances, balanced, deliverance, knowledge, acknowledge.

LESSON 15. will, while, important-ce, improve-d-ment, impossible, improves-ments, whether, unquestionable-y, yesterday, January, February, November, United States.

LESSON 16. perspective, prospective, productive, obstructive, objective, subjective, destructive, respective, irrespective, retrospective, respectively, defective, executive.

LESSON 17. abstraction, obstruction, subjection, objection, destruction, uniform-ity-ly, unanimity-ous, Revd.,

regular, irregular, public-sh-ed, publication, republic, republican, repugnant-ce, represent-ed, representation, representative, responsible-ity, irresponsible-ity.

LESSON 18. quite, could, accord-ing, according to, *or* cart, cared, guard, great, called, cold *or* equalled, gold, cannot, gentleman, gentlemen, happened, particular, opportunity, child, not.

LESSON 19. build-ing *or* able to, told *or* till it, tried, toward *or* trade, did not, had not *or* do not, chaired, cheered, if it, that, without, third, sent, somewhat, short, met, meeting.

LESSON 20. spirit, may not, hand, under, yard, word, wonderful-ly.

LESSON 21. school, schooled, commercial, financial, especial-ly, influential, uninfluential, substantial-ly, unsubstantial-ly, controversy-sial, circumstance, circumstantial, immediate, immediately, prejudiced-cial.

LESSON 22. passenger, danger, dangerous, stranger, messenger, manuscript, transcribe, transcript, transcription, transfer, understand, understood, whenever, whatever.

LESSON 23. better than, rather than, rather *or* writer, perform-ed, performer, performs-ance, reform-ed, reformer, reformation, inform-ed, informer, information, thankful, thanksgiving, proficient-cy-ly, deficient-cy-ly, efficient-cy-ly, inefficient-cy-ly, sufficient-cy-ly, insufficient-cy-ly, observation, preservation, electric, electrical, electricity, inconsiderate, selfish-ness, unselfish-ness.

LESSON 24. never, nevertheless, notwithstanding, enlarge, enlarged, probable-ly-ility, practice *or* practise-d, practicable, imperfect-ion, satisfaction, satisfactory, unsatisfactory.

LESSON 25. mistake, mistaken, domestic, character, characteristic, description, justification, generalization, organize-d, organization, extinguish-ed, distinguish-ed, relinquish-ed, covenant, govern-ed, government, magnetic-ism, captain, capable, incapable, appointment, disappointment, attainment *or* atonement, entertainment, contentment, indignant-ation, resignation, antagonistic-ism, inscribe-d, inscription, instructive, instruction.

LESSON 26. discharge-d, displeasure, dissimilar, expenditure, expensive, extraordinary, extravagant-ce, manufacture-d, manufacturer, intelligent, intelligence, intelligible, advertise-d-ment, individual, investment, interest, interested, uninteresting, disinterested-ness, applicable-ility, astonish-ed-ment, certificate, contingency.

LESSON 27. demonstrate, remonstrate, ministry, familiar-ity, preliminary, singular, indispensable-ly, indescribable, indiscriminate, sensible-ly-ility, peculiar-ity, perpendicular, proportion-ed, proportionate-ly, establish-ed-ment.

GRAMMALOGS.

ARRANGED ALPHABETICALLY.

a *or* an
able
above
accord-ing
advantage
ago
ah!
all
and
any
apply
approve
are
as
at
aught
awe
ay (yes)
aye
balance
balanced
balances
be
because
been
behalf
belief-ve-d
beyond
build-ing
but
buy
by, bye
call

called
can
cannot
care
cared
cart
chair
chaired
cheer
cheered
child
children
Christian-ity
circumstance
circumstan- [ces
cold
come
constitution
al-ly
could
dear
deliver-ed-y
deliverance
difference-t
difficult
do
doctor, Dr.
dollar, dollars
done
down
during
each
eh?

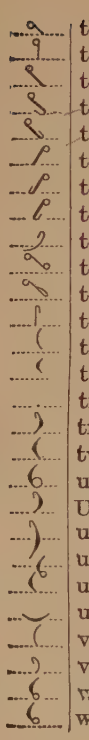
equal-ly
equalled
ever-y
evil
eye
first
for
from
general-ly
generaliza- tion
generation
gentleman
gentlemen
give-n
go
gold
great
greatest
guard
had
half
hand
happen
happened
happy
has
have
he
heaven
high
him
himself

his
holy
hour
house
how
however
I
if [ant
importance-
impossible
improve-d-ment
improves-ments
in
influence
influenced
information
initial-ly-ed
inscribe-d
inscription
instant
instruction
instructive
is
it
itself
journal
justification
know
language
large
largely
larger
liberty
Lord
may

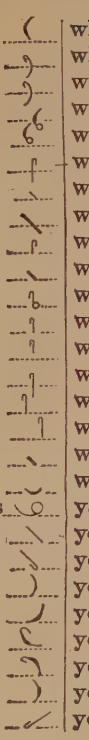
me
meeting
member
mere
met
more
most
Mr.
much
must
my
myself
near
next
no
nor
northern
not
number-ed
O! oh!
of
often
on
one
opinion
opportunity
or
other
ought
our
ourselves
out
over
owe
owing
own

particular
people
phonography
pleasure
principal-ly
principle
put
quite
rather
religion
religious
remark-ed
remember-ed
satisfaction
Saviour
saw
school
schooled
Scripture
sea
see
selfish-ness
sent
several
shall, shalt
short
should
significance
significant
signification
signify-fied
so
somewhat
southern
speak
special-ly

spirit
strength
subject-ed
subjection
subjective
suggest-ed
suggestion
suggestive
sure
surprise
surprised
tell
thank ed
that
the
their
them
themselves
there
therefore
these
they
thing
think
third
this
those



though
threw
through
thus
thyself
till
to
to be
told
too
towards
trade
tried
true
truth
try
two
under
United States
up
upon
us
usual-ly
valuation
very
was
way, we



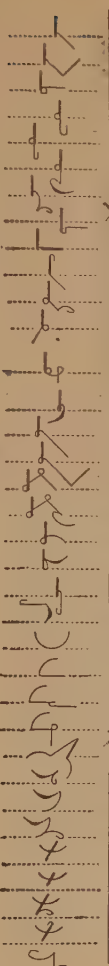
what
when
whether
which
while
whither
who
whose
why
will
wish
with
within
without
wonderful-ly
word
would
writer
yard
ye
year
yes
you
young
your
youth
youths

ARRANGED ALPHABETICALLY.

The following list contains also the Contractions which appear in "Pitman's Shorthand Instructor."

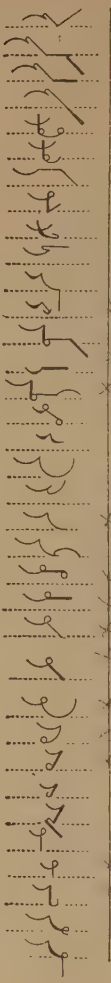
abandonment
abstraction
abstractive
(acknowledge
(acknowledged
(acknowledgment
administrate
administration
administrative
administrator
administratrix
(advertise-d-ment
agriculture-al
(altogether
amalgamate
amalgamation
antagonist-ic-
(anything [ism
applicable-ility
(appointment
arbitrament
arbitrary
arbitrate
arbitration
arbitrator
archbishop
architect-ure-al
aristocracy-atic
(assignment
(astonish-ed-ment
atonement
attainment
auspicious
bankruptcy
baptize-d-st-ism
benevolent-ce
benignant-ity
bondservant
bondsman
cabinet
Calvinism
(capable
captain
catholic
(certificate
character
characteristic
(circumstantial
commercial
contentment
contingency
controversy-ial
covenant [tion
cross-examina-
cross-examine-d
(danger
(dangerous
(defective
(deficient-cy
degeneration
delinquency
delinquent
democracy-atic
(demonstrate
(demonstration
denomination-al
denominational-ism

depreciate-d
depreciatory
description
destruction
destructive
destructively
dethronement
difficulty
dignify-ied-ty
dilapidate-d-ion
disappointment
discharge-d
disinterested-ness
displeasure
disproportion-ed
disproportionate
disrespect
disrespectful
dissimilar
distinguish-ed
doctrine
ecclesiastic-al
efficient-cy
electric
electrical
electricity
emergency
England
English
Englishman
enlarge
enlarged
enlargement
enlarger
enlightenment

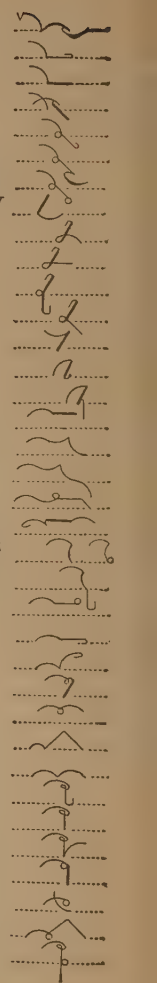


entertainment
enthusiastic-ism
Episcopal-ian-ism
especial
esquire
establish-ed-ment
evangelical
everything
exchange-d
executive
executor
executrix
expect-ed
expediency
expenditure
expensive
extemporaneous
extinguish-ed
extraordinary
extravagant-ance
falsification
familiar-ity
familiarization
familiarize
February
financial
govern-ed
government
henceforth
henceforward
howsoever
identical
immediate
imperfect-ion

imperturbable
impracticable
impregnable
improbable-ility
incandescence
incandescent
incapable
inconsiderate
inconvenience-t
incorporated
indefatigable
independent-ce
indescribable
indignant-ion
indiscriminate
indispensable
individual
inefficient-cy
influential
inform-ed
informer
insignificance
insignificant
inspect-ed-ion
insubordinate-ion
insufficient-cy
insurance
intelligence
intelligent
intelligible
interest
interested
introduction
investigation
investment



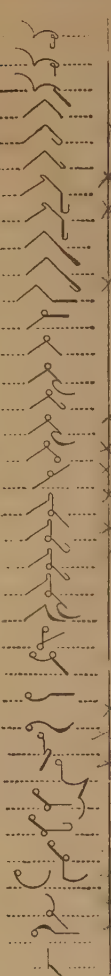
ironmonger
irrecoverable
irregular
irremovable
irrespective
irrespectively
irresponsible-ility
January
journalism
journalistic
jurisdiction
jurisprudence
knowledge
legislative
legislature
magnetic-ism
manufacture-d
manufacturer
manuscript
marconigram
mathematic-al-s
mathematician
maximum
mechanical
melancholy
messenger
Methodism
metropolitan
minimum
ministration
ministry
minstrel
misdemeanour
misfortune
misrepresent-ed
monstrosity



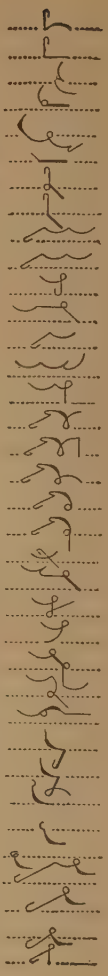
monstrous
mortgage-d
neglect-ed
negligence
never
nevertheless
nonconformist
nonconformity
nothing
notwithstanding
November
object-ed
objection
objectionable
objective
obscurity
observation
obstruction
obstructive
oneself
organization
organize-d
organizer
orthodox-y
parliamentarian
parliamentary
passenger
peculiar-ity
perform-ed
performer
performs-ance
perpendicular
perspective
philanthropist
philanthropy-ic
phonographer

phonographic
platform
plenipotentiary
practicable
practice
practise-d
prejudice-d-ial
preliminary
prerogative
Presbyterian-ism
preservation
probable-ility
production
productive
proficient-cy
project-ed
proportion-ed
proportionate
prospect
prospective
prospectus
public
publication
publish-ed
publisher
questionable
ratepayers
recognizance
recoverable
reform-ed
reformation
reformer
regular
relinquish-ed
remarkable
remonstrance

remonstrant
remonstrate
removable
represent-ed
representation
representative
reproduction
reproductive
republic
republican
repugnance-ant
resignation
respect-ed
respectful
respective
respectively
responsible-ility
resurrection
retrospect
retrospection
retrospective
retrospectively
reverend
satisfactory
sensible-ly-ility
singular
something
stranger
stringency
subscribe-d
subscription
substantial
sufficient-cy
suspect-ed
sympathetic
tabernacle



telegram
telegraphic
thankful
thanksgiving
thenceforward
together [tion
transubstantia-
tribunal
unanimity
unanimous
unconstitutional
unexpected -ly
uniform-ity
uninfluential
uninteresting
universal
universality
Universalism
universe
university
unprincipled
unquestionable
unsatisfactory
unselfish-ness
unsubstantial
unsuspected
unsympathetic
vegetarian
vegetarianism
whatever
whenever
whensoever
whereinsoever
wheresoever
whithersoever
yesterday



LIST OF PHRASEOGRAMS.

Not including the Phrases indicated in the ordinary type given in preceding pages.

additional cost

additional expense

and if you should be

and the contrary

as we can

as we have

as we think

as soon as

as soon as convenient

as well as

at any rate

at all events

at all times

at once

at some time

at the same time

at your early convenience

Bank of New York

before him

before there is

best class

best of my ability

best of our ability

best of their ability

best of your ability

Dear Sir

deliver immediately

Dramatic Society

early consideration

early reply

enclose-d herewith

facts of the case

first class

for some time

for the first time

for the sake of

for their sake

from first to last

from time to time

further consideration

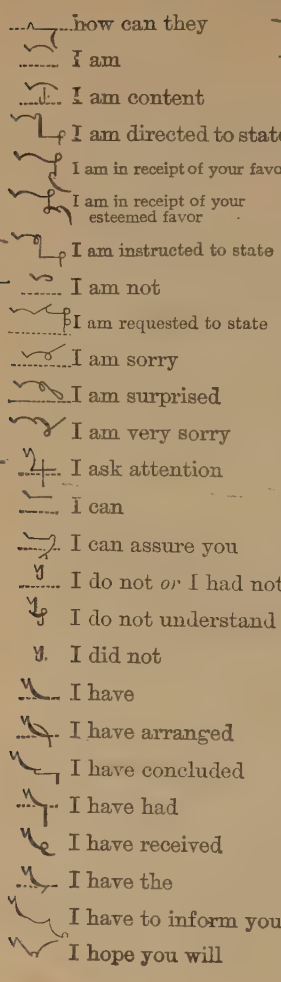
further considered

general manager

having regard to

Hazell & Co.

he is the


how can they
I am
I am content
I am directed to state
I am in receipt of your favor
I am in receipt of your esteemed favor
I am instructed to state
I am not
I am requested to state
I am sorry
I am surprised
I am very sorry
I ask attention
I can
I can assure you
I do not or I had not
I do not understand
I did not
I have
I have arranged
I have concluded
I have had
I have received
I have the
I have to inform you
I hope you will
I hope you will not
I may
I may be
I know there is
I regard
I regret
I say
I see
I shall arrange
I shall be compelled
I shall be pleased
I thank you
I think
I think the
I think you should be
I will
I will be
if it
if it is
if you should be
in consequence
in regard to
in relation to
in reply
in reply to your esteemed favor

in reply to your favor

in the first place

in this city

in which it is

it is said

it is the

it must be

it would be

Jones Publishing Co.

Journal of Commerce

just possible

just received

Knox & Co.

last month

last time

last week

less and less

local authority

medical authorities

Monday morning

more and more

more or less

my attention has been called

National Bank

next time

next week

on the contrary

party question

Pennsylvania R.R.

Pitman's Journal

please forward

please inform us

please let me know

please let us know

please make arrangements

please note

please quote us

political party

referring to your favor

referring to yours

respectfully yours

satisfactory conclusion

shall be taken into consideration

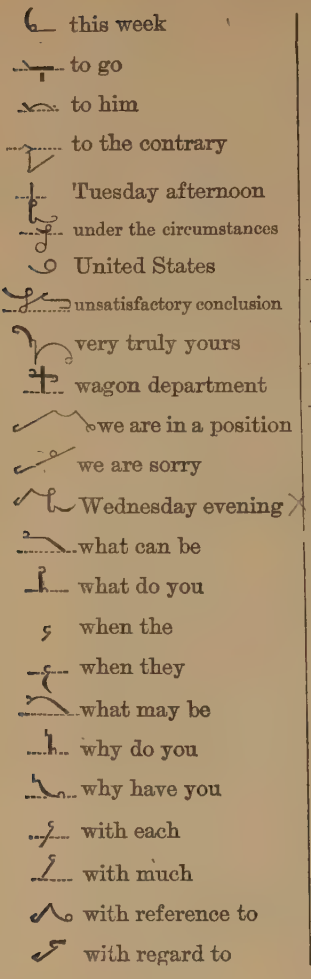
shipping department

side by side

South Carolina R.R.

take-n into consideration

this is


this week
to go
to him
to the contrary
Tuesday afternoon
under the circumstances
United States
unsatisfactory conclusion
very truly yours
wagon department
we are in a position
we are sorry
Wednesday evening
what can be
what do you
when the
when they
what may be
why do you
why have you
with each
with much
with reference to
with regard to
with relation to
with respect to
with the
with which
yesterday afternoon
you are not
you can
you may
you may as well
you may be
you may not
you must receive
you should be
you were not
you will
you will be
you will comply
you will not
your esteemed favor
your favor
your reply
yours respectfully
yours truly

FIFTY PRINCIPAL CITIES ARRANGED ACCORDING TO POPULATION.

New York
Chicago (Ill.)
Philadelphia (Pa.)
St. Louis (Mo.)
Boston (Mass.)
Baltimore (Md.)
Cleveland (Ohio)
Buffalo (N.Y.)
San Francisco (Cal.)
Cincinnati (Ohio)
Pittsburg (Pa.)
New Orleans (La.)
Detroit (Mich.)
Milwaukee (Wis.)
Washington (D.C.)
Newark (N.J.)
Jersey City (N.J.)
Louisville (Ky.)
Minneapolis (Minn.)
Providence (R.I.)
Indianapolis (Ind.)
Kansas City (Mo.)
St. Paul (Minn.)
Rochester (N.Y.)
Denver (Colo.)
Toledo (Ohio)
Allegheny (Pa.)
Columbus (Ohio)
Worcester (Mass.)
Syracuse (N.Y.)
New Haven (Conn.)
Paterson (N.J.)
Fall River (Mass.)
St. Joseph (Mo.)
Omaha (Neb.)
Los Angeles (Cal.)
Memphis (Tenn.)
Scranton (Pa.)
Lowell (Mass.)
Albany (N.Y.)
Cambridge (Mass.)
Portland (Ore.)
Atlanta (Ga.)
Grand Rapids (Mich.)
Dayton (Ohio)
Richmond (Va.)
Nashville (Tenn.)
Seattle (Wash.)
Hartford (Conn.)
Reading (Pa.)

CONTRACTIONS FOR NAMES OF STATES AND TERRITORIES.

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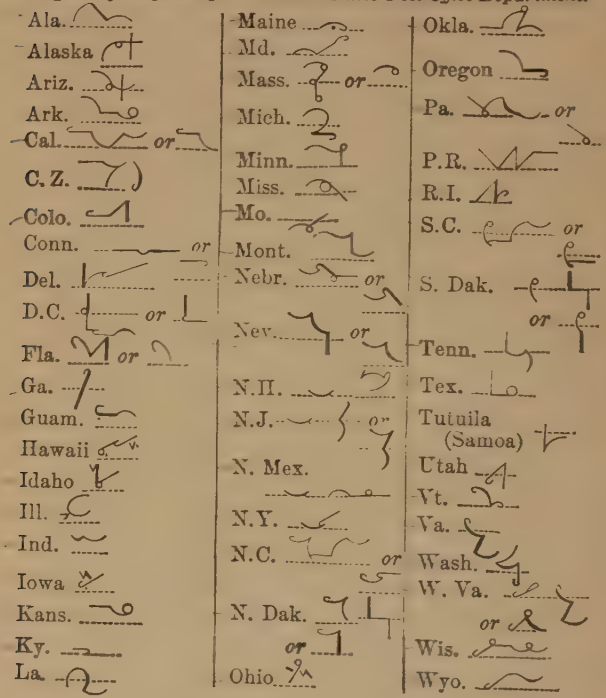

THE PHONOGRAPHIC ALPHABET.

CONSONANTS.

Names.				*Names.*			
pee	P		*as in* rope	*ef*	F		*as in* safe
bee	B		„ robe	*vee*	V		„ save
tee	T		„ fate	*ith*	*TH*		„ wreath
dee	D		„ fade	*thee*	TH		„ wreathe
chay	CH		„ choke	*es*	S		„ hiss
jay	J		„ joke	*zee*	Z		„ his
kay	K		„ leek	*ish*	SH		„ vicious
gay	G		„ league	*zhee*	ZH		„ vision
em	M		„ seem	*el*	L	(up stroke)	*as in* pall
en	N		„ seen	*ar*	R	(down stroke)	„ air
ing	NG		„ sing	*ray*	R	(up stroke)	„ raise
way	W		„ way	*hay*	H	(down stroke)	„ high
yay	Y		„ yea		H	(up stroke)	

VOWELS.

Long.	*sign* (heavy)	Short.	*sign* (light)
1 *ah* 1 *aw*	1 • –	1 *ă* 1 *ŏ*	1 . –
2 *ā* 2 *ō*	2 • –	2 *ĕ* 2 *ŭ*	2 . –
3 *ē* 3 *ōō*	3 • –	3 *ĭ* 3 *ŏŏ*	3 . –
as in *bah,* *bay,* *bee,*		*as in* *lass,* *less,* *lisp,*	
law, *low,* *loo.*		*boss,* *bus,* *puss.*	

DIPHTHONGS.

Sign	v	^	>	~	*as in*	*pie,*	*bough,*
Sound	*ī*	*ew*	*oi*	*ū*		*toy,*	*due.*

		L hook.	*R hook.*	*N hook.*	*F and V hook.*	*Half Length*
P		pl	pr	pn	pf	pt
B		bl	br	bn	bf	bd
T		tl	tr	tn	tf	tt
D		dl	dr	dn	df	dd
CH		chl	chr	chn	chf	cht
J		jl	jr	jn	jf	jd
K		kl	kr	kn	kf	kt
G		gl	gr	gn	gf	gd
F		fl	fr	fn	....	ft
V		vl	vr	vn	....	vd
TH		*thl*	*thr*	*thn*	....	*tht*
TH		thl	thr	thn	....	thd
S, Z		.....	.....	sn zn	....	st zd
SH		shl (up, down)	shr (down, up)	shn (down, up)	....	sht
ZH		.....	zhr	zhn	....	zhd
M		ml	mr	mn	....	mt, md
N		nl	nr	nn	....	nt, nd
NG		.....	ngr	ngn	....	.....
L		.....	.....	ln (up, down)	....	lt, ld (down)
R	(up)	.....	.....	rn	rf	rt
R		.....	.....	rn (up)	....	rt, rd
W		.....	.....	wn	wf	wt
Y		.....	.....	yn	yf	yt
H		.....	.....	hn	hf	ht

KW	GW	WL	WHL	LR	RR	MP *or* MB	WH
		up	up	down	down		

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